

Local Government Management Fellowship

Work Plan

December 9, 2014

Demonstration of Mentorship Ability

1. What are some of the attainable goals that you will establish for the Fellow?

- Introduction and orientation through county offices and agencies including County Administration, Public Works, Planning and Development Services, Office of Financial Management, Community Services, Enterprise Technology, Public Utilities, Emergency Services and associated agencies.
- Rotation through 3-4 areas of interest such as County Administration, Budget and Financial Management, Governmental Relations, Public Works Administration, Planning and Development Services, Community Services, Public Utilities, Health & Human Services, Human Resources and Communications.
- Substantial project work that may involve complex literature and public policy searches, data analysis and presentation of results to executive staff and/or Board of County Commissioners, drafting proposals for new programs, assistance with operating and capital budget preparation and attendance/participation in strategic planning meetings and on various committees.
- Shadow County Administrator, Assistant County Administrators and Intergovernmental Relations Senior Manager. Interaction and participation in meetings with the executive team.

2. How do you plan to structure the Fellow's experience in general?

- The Fellow will be provided with a broad overview of all Sarasota County Government services and functions offered through the County orientation program.
- Office space will be assigned on the executive floor to encourage regular interaction with County Administrator, Assistant County Administrator's, County Commissioners and the Intergovernmental Relations Senior Manager.
- The mentor in collaboration with the Fellow and the department director will be responsible for assigning rotations and project assignments on a quarterly basis.
- The Fellow will learn through shadowing the County Administrator, Assistant County Administrators and Directors as well as through observation and interaction at committee meetings, BCC meetings, community housing and planning meetings, and neighborhood initiative meetings.

3. How will you ensure that the Fellow gains exposure to at least one of the following areas: human resource management, inter-generationality, or diversity, however that issue is represented in your community?

- The Chief Officer of Human Resources will provide the fellow with the opportunity to meet and interact with the managers in the various areas of Human Resources: Workforce Planning, Compensation, Benefits, Employee and Labor Relations and HR Technology. The Fellow will also have an opportunity to meet and interact with our diversity expert.

4. What do you hope the Fellow will understand about local government and public management by the end of the program?

Goals and Objectives:

- Supplement classroom education by providing an expanded knowledge and understanding of how County Government is managed through hands on experience, observation and active involvement in various areas of County Government.
- Provide a more comprehensive understanding of how all departments, vendors, county commissioners and the community interact to provide services for the good of the community.
- Assist the Fellow in making an informed decision about the direction of his/her profession and gain a greater appreciation for the political aspects of local government.
- Create an understanding of local government that encourages and promotes young professionals to consider public service as a profession.

Description of Potential Local Government Involvement by Fellow

1. What role do you see the Fellow fulfilling?

- It is hoped that the Fellow would fulfill the role of a potential leader. The Fellow should be an initiator, self-starter, possess the ability to work independently, be creative, willing to share and discuss ideas and willing to take risks. The Fellow should have the ability to express his/her opinion in a professional manner, negotiate and to take a stance to support or defend a policy, idea or project.
- The Fellow should possess the ability to maintain effective working relationships across all levels of the organization, to effectively organize and coordinate work assignments, to apply classroom knowledge to real time projects and assignments and to communicate effectively verbally and in writing.

2. With which specific departments/initiatives/projects would the Fellow be involved?

- The Fellow would be involved with various departments, initiatives and projects based on the need of the County and the interest of the fellow. See #1 and #3.
- The Fellow will have a diverse role and may be assisting other staff professionals, managers, senior managers or members of the executive team, developing and creating new programs, working on special projects and assignments, participating on committees and preparing and presenting reports, letters, and memorandums.

3. Which staff would the Fellow work with and what would be their relationship?

- The Fellow would work mainly with the senior management team who would act as mentors providing feedback and sharing their expertise of county government. However, during the course of the year, the Fellow will have the opportunity to work with high level professionals as well as other staff throughout the organization.
- The mentor would be responsible for setting goals and project objectives, establishing performance measures and providing guidance, learning opportunities and access to upper-level management as well as completion of a post-fellowship evaluation.

4. What sort of rotation would you provide to the Fellow and what added value would it offer to the Fellow's experience?

- Rotational assignments would be determined based on the interest of the Fellow and the needs of the County. Rotations could include: County Administration, Budget, Fiscal Services, Intergovernmental Relations, Public Policy, Community Services, Public Works, Planning and Development Services, Health & Human Services, Human Resources and Communications.
- Rotational assignments will allow the Fellow to gain a more comprehensive insight and understanding of selected county areas and how these areas interact and function with other departments, the commissioners and community to carry out their role in county government and the community.
- Rotations can provide an understanding of how the county budget is structured and managed, how capital improvement projects are approved, prioritized and funded, the importance of planning for 5,10, 20 and 50 years out and how volumes of work orders are accepted, disseminated and handled on a daily basis.

5. What other resources/opportunities would you provide that would maximize the Fellow's exposure to local government and your time with the Fellow?

- Attendance and/or participation at the Board of County Commissioners' meetings, Advisor Board Meetings, Community/Neighborhood meetings, Strategic Planning meetings, and Public Policy meetings in Tallahassee.
- Attendance/participation in the Leadership Academy program – a leadership forum, intended to provide participants an opportunity to meet contacts from all areas of county government and to become familiar with county services. Programs include Sarasota County Past and Present, South County Day, Media Day and others.
- Academy of Leadership Excellence (ALE) – a year-long leadership program designed to challenge and strengthen a participant's knowledge and skills, and thereby enhance the leadership capacity of the organization.
- Attendance at Citizens' Academy - a learning forum, intended to provide participants with an opportunity to become familiar with Sarasota County Government, to have a "tool box" of information to help them navigate through the complex system of government operations and services. Goals of the academy are to improve communications between citizens and government, and to foster citizen involvement.
- Attendance at ICMA Conference.