



## **2018 -2019 GRADUATE MANAGEMENT ASSISTANT (INTERN)**

**Department:** City Manager's Office

**Application Deadline:** February 2<sup>nd</sup>, 2018 by 5:00pm MST

**Salary:** \$40,000 per year

### **SUMMARY**

This position provides future municipal leaders an opportunity to catapult their careers and learn from seasoned professionals in a community consistently rated as one of the best places to live in the country. Come find out the “secret sauce” of Fort Collins in a position that is equal parts work and fun. The Management Assistant will have the opportunity to learn about the inner-workings of a full-service city, make a difference in day-to-day projects, and contribute to the organization at the executive leadership level.

The City of Fort Collins is nationally renowned for:

- A strong tradition of community engagement
- Having world-class staff members across the organization
- Commitment to social, economic, and environmental sustainability
- Being America’s most satisfied City according to Time Magazine
- Winning the national Malcom Baldrige Quality Award

Past Graduate Management Assistants have gone on to become local government leaders in various roles throughout their careers, including City Manager, Assistant Town Administrator and Assistant to the City Manager. Each learned leadership, honed communication skills, participated on multidisciplinary teams, and contributed meaningful (resume-building) work.

The Management Assistant will be involved in research, analytical work, and managing special projects. This position represents a one-year internship. Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related degree by June 2018.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assist in the management of the City’s Service Area Request system, which involves frequent direct correspondence between elected officials, City staff, and citizens of Fort Collins.
- Assist the City Manager’s Office in researching high-level issues of concern as they arise.

- Performs entry level program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Reports findings of research or study to the City Manager or other executive staff and elected officials in writing and in person.
- Participate in development and implementation of City's Performance Excellence Program.
- Act as a liaison between the City and the community at City events.
- Attends weekly City Council and Executive Leadership Team meetings.
- Attend meetings on behalf of or in conjunction with executive managers.
- Plan and coordinate various meetings.
- Attend skill and knowledge development events and/or conferences.
- Participate in the City budget process by serving on the Budget Lead Team
- Review, update and implement department operations policies and procedures.
- Other duties as assigned.

**SUPERVISORY RESPONSIBILITIES:**

This position is not responsible for the supervision of City employees but may assist in the oversight of one or more part-time interns.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to walk. The employee must frequently lift and/or move up to 10 pounds.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee would encounter while performing the essential functions of this job.

While performing the duties of this job, the employee is regularly exposed to a normal office environment. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of principles, methods and practices of public administration, municipal finance, budgeting, research techniques, communication, planning, or other closely associated disciplines.
- Communicate clearly and effectively in the English language by phone or in person in one-to-one or group settings.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Learn job-related material primarily through oral instruction and observation which takes place mainly in an on-the-job training setting.
- Perform arithmetic calculations (adding, subtracting, multiplying, dividing, using percentages, averages and statistics) rapidly and accurately.
- Work cooperatively with other City employees, elected officials, agents or other governmental entities and the general public.
- Demonstrate the ability to work autonomously at times.
- Work safely without presenting a direct threat to self or others.

### **EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with major coursework in a field related to Public or Business Administration, Political Science, Social Sciences or closely related field. Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related degree by June 2018.

Application deadline is Friday, February 2<sup>nd</sup>, 2018 by 5:00pm MST. Applicants will submit the following in one PDF or word document to Alyssa Johnson at [ajohnson@fcgov.com](mailto:ajohnson@fcgov.com) or by postal mail to the City Manager's Office, P.O. Box 580, Fort Collins, CO 80522.

- 1) A cover letter stating interest and intent;
- 2) A current resume;
- 3) Three references with daytime phone numbers;
- 4) An academic or professional writing sample of no more than five pages.

### **LANGUAGE SKILLS:**

- Ability to read, analyze, and interpret complex documents.

- Ability to respond effectively to sensitive inquiries or complaints.
- Ability to make effective and persuasive speeches and presentations on controversial or complex topics to management and public groups.

**REASONING ABILITY:**

Ability to define problems, collect data, establish facts, and draw valid conclusions.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

None.