



City of Tacoma, Washington Management Fellow 2011-2013

Thank you for your interest in the 2011-2013 City of Tacoma's Management Fellowship. This introduction document is intended to outline the process for applying for our Management Fellow position.

The Tacoma Management Fellowship is an exciting two-year opportunity designed to assist recent graduates in developing the skills necessary to become effective local government managers. Management Fellows have access to great mentor opportunities, such as regularly scheduled private meetings with the City Manager, Deputy City Manager, and Assistant City Manager. Fellows are also given a challenging workload which includes weekly meetings with department directors, exciting projects, interactions with Council Members, and opportunities for professional development. The Tacoma Management Fellowship is recognized by the International City/County Management Association (ICMA) as a Local Government Management Fellowship.

Position Overview:

- Interact with the City Manager and Executive Staff
- Coordinate Council Standing Committees
- Research on policy matters
- Participate as a member of the Senior Management Team
- Serve as a liaison to several Neighborhood Councils and as a member of the Performance Management Team

Position Benefits:

- Valuable mentor opportunities
- Citizen engagement
- Challenging responsibilities
- Exciting projects and leadership opportunities
- Excellent benefits

Below is the candidate evaluation process:

1. *Minimum qualifications* – Human Resources and the City Manager's Office staff will evaluate your resume and application to ensure that you meet minimum qualifications. For the Management Fellow position, minimum qualifications include coursework completed for a Master's degree in public administration. You are eligible to apply if you still need to complete an internship, thesis, or comprehensive exam. Please see our website at www.cityoftacoma.org/managementfellow for more information.
2. *Online City of Tacoma Job Application/Supplemental Questions* – Included within the online application are supplemental questions. Applicants who meet the minimum qualifications will have their supplemental questionnaire responses scored. Applicants must pass the examination process to be placed on the eligible list for interview and hiring consideration.
3. *Eligibility List* – The Supplemental Questions allow the City to establish an eligibility list. All candidates that score above 70% on the test will be included on the eligibility list. Only candidates included on the eligibility list may be selected for the position.
4. *Interview* – A separate interview committee will review eligible candidates' applications and test materials. If eligible, you may be contacted to schedule a phone interview.

The online application will be available from Thursday, September 8, 2011 to Thursday, September 29, 2011. Applications will be reviewed and eligible candidates contacted for interviews after September 29, 2011.

The Management Fellow Program at the City of Tacoma offers an ideal opportunity for emerging professionals seeking to equip themselves with the skills needed to become effective managers in local government. If you have any remaining questions, please do not hesitate to contact current Management Fellow Gabe Engeland at (253) 591-5590 for additional information or assistance.