MANAGEMENT FELLOWSHIP PROGRAM 2014/2015

The City of Austin is excited to announce the start of its new Management Fellowship Program. The City Manager and his Executive team have committed to a vision of making Austin the most livable and best-managed city in the country. In support of that resolve, the Management Fellowship Program will recruit nationally to bring the country's top candidates to Austin. The Fellow selected for this prestigious position will benefit from direct access to the City Manager, opportunities to meet local and State elected officials, and the chance to work on high-priority projects during the one year tenure. As the 11th largest city in the nation, Austin is in the midst of exciting change and growth. The Management Fellowship Program provides participants the chance to participate in shaping the future of Austin while gaining valuable knowledge and experience.

Management Fellowship Program

This competitive fellowship program presents an opportunity for participants to:

- Gain exposure in local government.
- Gain a unique and comprehensive view of city departments and their operations.
- Develop and refine management skills.

The Fellow will perform rotational assignments in the City Manager's Office, the Budget Office, and a selected department. Management Fellows will be exposed to multiple challenges that local governments face today, as well as new and innovative methods to deal with these challenges.

Upon completion of the year long program, the City does not guarantee continued employment, however, the Fellow may work with the Human Resources Department to search for and apply for other opportunities with the City of Austin.

Qualifications

- Within the past year, applicants must have completed all courses for a Master's program in Public Administration, Business Administration, or a closely related field before the start date of the program.
- The city will select one individual. The fellowship is full-time for one year and runs the duration of the City's fiscal year - October 1, 2014, through September 30, 2015.

Compensation

The salary for this position will be $45,000 per year. This position does not include relocation expenses or a housing allowance; however, Fellows will have access to the following City programs:

- Commuter program – As part of the Clean Air Initiative, City employees can ride any Capital Metro bus or train using a transit pass.
- Deferred Compensation (457 Plan) – The deferred compensation retirement savings plan administered by ING Institutional Plan Services.
- Healthy Connections Employee Wellness Program - This popular program offers free exercise classes such as Yoga, Boot Camp, Bike, Swim, Basketball, Zumba, Tai Chi, Tap Dance and Strength Training. It also provides Farm to Work which facilitates provision of pre-ordered baskets of seasonal, locally-grown produce for purchase.
- The Employee Assistance Program – Alliance Work Partners provides short-term confidential counseling, work/life services such as financial planning, legal sessions, academic services, etc, and the Safe Ride Home program offering confidential reimbursement for cab rides when employees are unable to safely drive their car home.

Application Process

1. The following must be submitted to apply for this fellowship:
   - Complete City of Austin online application (www.austincityjobs.org)
   - Resume and cover letter explaining why the candidate is interested in the program

2. Selected candidates will be contacted to participate in phone interviews.

3. Selected candidates must provide an official sealed transcript to be forwarded directly from the candidate's college or university prior to the interview.

4. If selected for a face-to-face interview, each candidate will be asked to provide the following:
   - A one page response to this question – Why are you drawn to public service and what is your goal in pursuing this career path?
   - One academic letter of recommendation from a professor or academic advisor
   - One professional letter of recommendation from a supervisor or colleague (this position could have been paid, unpaid, or a project)

5. The top candidates will be asked to participate in face-to-face interviews with members of the City Manager's Office.

Why Austin?

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life.

One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Fastest Growing City for 4th Year in a Row" (Forbes), "Best City for Job Seekers" (NerdWallet), and "No. 3 Best City for New College Grads 2014" (Livibility).

Austin continues to lead the country with its vision of being the "Most livable City in the country," emerging as a player on the international scene with such events as SXSW, X Games, Austin City Limits, and Formula I, as well as being home to companies such as Facebook, Homeaway, Apple, Samsung, Dell, and Seton Healthcare.

From the home of state government and the University of Texas, to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. With a median age of 31 years, Austin is consistently ranked as a top city for young people as demonstrated by The Business Journal's naming of Austin as the number 1 city for young adults in 2013 and Forbes' naming of the city in the "Best cities and Neighborhoods for Millenials" in 2014.

Austin City Government

The City of Austin is a progressive, dynamic, full-service municipal organization operating under the Council-Manager form of government. The Austin City Council has six council members (one serves as Mayor Pro Tem) and a mayor. The entire City Council is elected at large by the voters of the city. Each member serves a staggered three-year term.

Following November 2014 elections, the City will transition to single-member districts. The City Council will be elected from ten single-member districts, with the mayor elected at large. The Mayor and Council Members may serve in their respective seats for a maximum of six years, or two consecutive terms.

The City Council appoints the City Manager who is the chief administrative and executive officer of the city. The City Manager has responsibilities for guiding and directing day-to-day operations as well as providing strategic research, recommendations, and management leadership to the City Council on budget, programs, policies, and services.

The City Manager implements the organization's administrative responsibilities with a strong team of Assistant City Managers. The City Council and City Manager of Austin are committed to their mission of delivering the highest quality services in the most cost-effective manner. Attracting dedicated and talented recent graduates is a key component in developing our workforce and in making the City of Austin the best-managed city in the country. The Management Fellowship is an intensive program designed to provide challenges and opportunities for fellows while developing management talent for the city.

GET STARTED NOW... **austintexas.gov/fellowship**

PRIDE

Mission: To be the best-managed city in the country.

Public service & engagement
Responsibility & accountability
Innovation & sustainability
Diversity & inclusion
Ethics & integrity