

Management Fellow Tompkins County

Department: County Administration
Classification: Competitive -Pending Jurisdictional Classification
Labor Grade: Management Grade 78
Approved: Bd. Res. # 11/21/2017
Revised: 03/19
By: AG, Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

Possession of a Masters Degree at time of hire from a regionally accredited or New York State Board of Regents accredited college or university to grant degrees.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS

The Management Fellow is a temporary position designed to allow persons who have received a Masters degree the experience of real-world administrative management in the public sector. The Fellow will be assigned to a host County government department and will have the opportunity to assume diverse management-level responsibilities, work on upper-level research and development projects, and perform a number of duties in his or her chosen field. The work is completed under the supervision of the director of the department in which the employee will be working. The position may require interaction with a variety of individuals, organizations, departments, and governments, depending upon project opportunities. The Fellow will perform all related work as required.

TYPICAL WORK ACTIVITIES: Specific work activities and responsibilities will vary according to the Management Fellow's project assignments. Typical duties and projects may include any of the following:

- Program startup, analysis and evaluation
- Recommending new or modified policies and procedures
- Benchmark studies of other government operations
- Participating in daily administrative and management operations within a department
- Obtaining grants from public and private sources
- Data analysis
- Efficiency and cost containment research
- Projection models
- Implementation of technology
- Impact studies

This list is not exhaustive and is only meant to serve as an example of the type of work a Management Fellow may be expected to perform. Actual projects and responsibilities will be determined during or immediately following the hiring process.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Because of the diverse nature of the job duties and responsibilities, required knowledge, skills, and abilities will correlate directly with assigned projects. However, the Management Fellow should possess the following:

- Working knowledge of the purposes, principles, terminology and practices employed in public sector administration and management;
- Working knowledge of legislation, current problems and professional literature in public section administration and management;
- Working knowledge of advanced professional techniques in the fields of public sector administration and management;
- Working knowledge of local and state law, procedures and policies as they relate to the mission of county government;
- Working knowledge of administrative planning, management, and supervision as it applies to the position;
- Working knowledge of County government, geography, economics, demographics, society, goals, politics, policies and procedures;
- Working knowledge of county department operations, organization, accountability, and responsibility; Ability to analyze problems, assess future problems, and formulate complex action plans to facilitate resolution of said problems;

- Ability to research information, collect data, and interpret and analyze findings;
- Ability to perform mathematical calculations;
- Outstanding professional leadership ability.

This list is not exhaustive and is only meant to serve as a basic outline of the types of knowledge and skills a Management Fellow may be expected to display. Assigned projects and responsibilities will determine specific required skills.

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