

WASHINGTON COUNTY

Management Fellowship Program

Position Announcement (4/25/19)

Washington County is participating in the North Carolina County Commissioner's Association County Management Fellowship Program.

Washington County plans to hire one (1) fellow starting on or about July 1st, 2019 and will strive to provide a flexible, rewarding, and challenging opportunity to advance the selected Fellow's management career in the field of local government.

Please contact Julie J. Bennett, Clerk to the Board at 252-793-5823 or jbennett@washconc.org for program related questions. Please contact Fetima Moore, HR Specialist in the Human Resources Department at 252-793-3523 or fmoore@washconc.org for general personnel or application-related questions.

Fellowship Description

The Management Fellowship Program provides talented professionals the opportunity to learn about County operations, enhance management skills, play a key role in a myriad of high-priority County projects, and contribute to the organization at the executive leadership level.

In addition to gaining valuable hands-on experience, the program offers Fellows the opportunity to receive coaching and mentoring from the County Manager and other seasoned professionals in the organization. The Fellow will be supervised by and work closely with the County Manager, to tailor the precise structure of the Fellowship based on the collaborative needs of Washington County and the Fellow.

Typical Management Assignments: Common projects and tasks the Management Fellow may carry out include:

- Performing research and policy analysis on high-level issues of concern for the organization;
- Reporting research findings to the County Manager or other executive staff and elected officials in writing and in person;
- Drafting citizen and employee communications;
- Participating in the County budget and/or strategic planning process;
- Attending Board of Commissioners, County Staff and any other executive meetings, as deemed necessary;
- Tracking follow-up items for Board of Commissioner and County specified meetings;
- Planning and coordinating various meetings and events; and,
- Reviewing, updating, and implementing department operations policies and procedures.

Highlighted Projects: Examples of projects Fellows may be provided an opportunity to work on include the following:

- Assisting in the completion of a 10,000 sf Economic Development Shell Building Project;
- Development and Implementation of a Countywide Economic Development Initiative;
- Expansion of the C&D Landfill capacity and evaluating potential outside management of the landfill by a third party;
- Monitoring and assisting in the management of the construction of an \$8M Parallel Taxiway at the Plymouth Municipal Airport;
- Ongoing modifications and improvements to the Recreation program;
- Implementing and managing a Water Capacity Expansion Project from Roper, NC to the Pea Ridge/Sound Shore area;
- Leading comprehensive internal policy reforms for Management, Finance, and/or HR.

Benefits

- The Management Fellow will receive a salary estimated to be somewhere in the range of \$35,457 - \$51,313 dependent on experience and qualifications, as well as benefits commensurate with those of a fulltime Washington County employee.
- Successful Fellows are highly recruited by local government to fill available positions (though a permanent position after the fellowship is not guaranteed).
- Opportunities to participate in regional meetings, ride-alongs and tours of interest.
- Attendance of the Annual County Manager's Conference with the County Manager.

Application Information

Requirements

A master's degree in public administration/management, public policy, public affairs, or related fields or the completion of all coursework towards a master's degree from an accredited program by June.

How to Apply

Visit the County HR/Job Openings web page at http://www.washconc.org/human_resources-Job_Openings.aspx to apply for the FY 2019-2020 Management Fellowship.

Recruitment for the fellowship program remains open until position is filled. Initial Review tentatively expected to occur on 5/15/19 but may be held earlier or later depending on responses received.

Applicants should submit the following as part of their application:

- Resume;
- Cover letter;
- Three references; and,
- Undergraduate and graduate transcripts (unofficial transcripts will be accepted).

Selection Process

Applicants will be evaluated based on academic performance, demonstrated leadership potential, and commitment to public service, communication skills, initiative, creativity, and positive attitude.

The interview process is expected to take place in May, and the expected start date for the selected candidate is between June and July 2019.

About Washington County

Washington County was formed in 1799 from the western third of Tyrrell County and has a total area of 424 square miles. It is located in northeastern North Carolina, 120 miles east of Raleigh and 80 miles west of Nags Head and the Outer Banks. Washington County includes the towns of Plymouth, Roper and Creswell, with Plymouth being the County seat. Washington County is considered home to a population of 12,012 residents, rich farmland, extensive forests and numerous public access waters. The Roanoke River and Albemarle Sound can be accessed in Washington County. The County holds historic sites and is considered to have the best public black bear viewing in North Carolina. For more information visit www.washconc.org ; <https://gowildnc.com> ; and <https://www.facebook.com/Washconc/>