



Position: Management Fellow
Salary Range \$34,096-\$61,372
Full Time/Benefits

Summary & Scope of Responsibilities: *The Town of Colonial Beach employees possess a passion for public service demonstrated by a high degree of enthusiasm, self-reliance, and job proficiency. They effectively convey the vision and mission of the organization and provide excellent service and satisfaction to our internal and external customers.*

This is a temporary Management Fellow position designed to provide participants with exposure to a wide variety of Town operations and related public services. Duties and responsibilities may range from special projects to routine procedural work. Work is performed under the general supervision of a responsible Town team member and is evaluated based on results obtained. Increased independence is given to incumbent in the selection of approach and work methods after acceptable evidence of satisfactory performance on the job.

Reporting Relationships: Reports directly to the Town Manager.

Essential Tasks & Responsibilities:

- Collects information for use in policy development by the Town Manager or as directed by the Town Manager for the Mayor, Town Council and department directors.
- Performs research and information gathering duties on a wide range of issues of concern to the Town Manager affecting both municipal operations and the public.
- Assist with preparation of operating and capital budgets.
- Assist with coordination of American Rescue Plan Act funding and project coordination.
- Develops, organizes, and conducts specialized research projects, including data collection and analysis.
- Attends Town Council meetings, department meetings, community meetings and related management discussions and provide follow-up briefings to the Town Manager and staff as requested.
- Performs special projects for the Town Manager's Office staff as requested.
- Performs program analysis and evaluation, organizational and administrative studies.
- Researches and drafts departmental/divisional policies and procedures.
- Assists managers and professionals in the preparation of management reports.
- Drafts letters, memorandums, reports and other correspondence appropriate to the area of assignment.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and to work cooperatively and jointly to provide quality customer service.
- Responds to requests for information from the public, hears and resolves complaints as necessary and facilitates public involvement in Town operations.

Expected hours & Travel: Core hours expected during the hours of 8:30am-4:30pm. Travel to offsite locations as needed.

Required Experience/Qualifications:

Master's degree from an accredited educational institution program. Applicants must have satisfactorily completed all coursework for a Master's degree upon appointment into this classification. You are eligible to apply if you still need to complete an internship, thesis or comprehensive exam, as long as all courses are completed. Master's Degree in Public Administration (MPA) or Master's Degree in Public Policy (MPP) preferred.

AAP/EEO Statement: This position description provides a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of this position.

The Town follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The Town will not discriminate on the basis of disability in its hiring and employment practices and will make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the Town's business. Persons with disabilities are encouraged to contact the Director of Human Resources (at 315 Douglas Ave. Colonial Beach, VA, 22443) when accommodations and job modifications may be necessary.

Non-Discrimination in Employment

The Town does not discriminate in employment on the basis of race, color, religion, sex, pregnancy, national origin, political affiliation, marital status, disability, genetic information, age, parental status, military service, or other non-merit factors.

Duties and Responsibilities may change: This position description is subject to change at any time as the needs of the Town change. Nothing set forth herein restricts the Town's right to assign or reassign duties and responsibilities to this position at any time with or without notice.

Positions open until filled. Applications may be obtained from Town Hall, 315 Douglas Avenue, Colonial Beach, VA 22443, or online at www.colonialbeachva.net. Return completed applications to Laura Corbin, Human Resources via email at lcorbin@colonialbeachva.net.