
City of Fort Lauderdale Fellowship Program

In partnership with ICMA

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FELLOWS
FORT LAUDERDALE



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Description

The International City/County Management Association (ICMA) Local Government Management Fellowship Program (LGMF) is a highly competitive career development opportunity designed to generate interest in local government careers among recent master's program graduates. Committed to the professional development of emerging local government professionals, the City of Fort Lauderdale partners with ICMA annually to host a total of three Senior Management Fellows for two-year, temporary, full-time positions.

Application Cycle

The City of Fort Lauderdale's Fellowship Program will follow ICMA's annual application cycle. Generally, each ICMA cycle opens for applications in the fall, and closes at the end of the calendar year. Applicants are notified by ICMA if they are accepted as a finalist in February, at which time finalist applications and resumes are sent from ICMA to host cities. Host cities review applications, interview prospective finalists, and select Fellows by the early summer. ICMA encourages Fellows to begin their fellowship by the end of July.

Fort Lauderdale Fellowship Program Structure

Fellows will be housed in the City Manager's Office Divisions of Neighbor Support or Government Affairs & Economic Development for the duration of their two-year Fellowship. The first-year will provide the Fellows with more structure as they work full-time on division-specific projects and become acclimated to the City and its operations. The second year will provide more flexibility, as the Fellow will complete projects for departments based on work plans established between the Fellows and departments of interest (see attached organizational chart on page 6).

Fellow Interview and Selection Process

City Manager's Office hiring Division Managers, the Fellowship Program Coordinator, past and current Fellows, and the City Manager will be involved at specific stages within the hiring process.

Selecting Finalists to Interview

Upon receipt of finalist applications from ICMA, the Fellowship Program Coordinator will transmit all applications to current and alumni Fellows for review and short-listing.

Finalist Interviews

The interview panel, consisting of hiring Division Managers, the Fellowship Program Coordinator, and current/former Fellows will complete the first round of interviews with finalist candidates.

Final Selections and Making Offers





Second round interviews may be completed by the hiring division and/or the City Manager. At the same time, finalists will be requested to provide work examples (such as short reports, presentations, memos, Excel spreadsheets, etc.), and/or complete division-specific assessments. The hiring division may conduct reference checks.

Upon completion of the above, the hiring team will make their final selections, at which time finalists will be called and advised of their selection as a Fort Lauderdale Fellow and their division placement. Once the Fellow has agreed to the offer, a formal offer letter will be prepared for the City Manager's signature and sent to the finalist.

On-Boarding and Orientation

The Fellowship Program Coordinator will lead the on-boarding process for each Fellow, including working with the Department of Human Resources (HR) to conduct a background check, schedule time on or before the Fellow's first day to complete all of the necessary paperwork, and schedule their formal orientation with HR. Host divisions are responsible for setting up the Fellow's office space with all furniture and technical equipment needed to perform their job. A detailed checklist has been included as Attachment II outlining items to complete when preparing for and welcoming a new Fellow.

Parking

As per the general employee parking policy, Fellows who will be working at City Hall or the 101 Building will be required to park on the roof-level of the City Hall parking garage. On or before the Fellow's first day parking sticker should be picked up from the Transportation and Mobility Department.

Site Visits and Tours

In an effort to provide the Fellows with a better opportunity to learn about the many services and operations of the City of Fort Lauderdale, a number of tours, site visits, and ride-alongs will be scheduled. Fellows are encouraged to attend all activities, with support from their supervisors. Included in Attachment III is a general list of activities.

Mentoring and Quarterly Reviews

The Fellowship Program Coordinator will serve as the primary point of contact and assist the Fellow in navigating the City, the program, and their fellowship experience. Additionally, the Fellowship Program Coordinator will schedule monthly meetings/breakfast with the Fellows to provide for a senior-level management mentoring opportunity.

Quarterly Review meetings will be scheduled by the Fellowship Program Coordinator to provide the Fellow with an opportunity to formally let the program coordinator know how they feel about the fellowship and their individual accomplishments, as well as to



communicate any career and/or professional development goals or needs for the coming quarter. As a part of the quarterly meetings, Fellows may be asked to complete a self-review form and submit it to the program coordinator prior to the scheduled meeting.

Fellows may be assigned to a senior level mentor within the first few months of their Fellowship. There is a minimum requirement of four (4) conversations throughout the year, the Fellow is expected to initiate contact. Mentorship pairings will be reviewed on a six months basis.

Performance Evaluations

Host divisions will conduct individual evaluations with their Fellow, at six month increments, to provide feedback on performance, expectations, and items of interest to the Fellow.

Assignments from the City Manager

From time-to-time, the Fellow will be assigned projects from the City Manager. Assignments may come directly from the City Manager, an Assistant City Manager, or Fellowship Program Coordinator. Fellows will need to inform their supervisors when projects are assigned, in order to properly prioritize their schedules.

Community Involvement

Fellows are encouraged to be active in the community during their fellowship. This may be done in a number of ways, including volunteering and/or participating in a community group of their choosing, such as Emerge Broward, the Greater Fort Lauderdale Chamber of Commerce, the Greater Fort Lauderdale Alliance, or another organization that is of interest to them or specific to their assignment in the city. Fellows may contact the Neighbor Volunteer Office for volunteer opportunities and are encouraged to conduct research regarding the organizations available throughout the city, county, and region to become active members.

ICMA Membership

ICMA membership for Fellows is complimentary from ICMA. The Director of the ICMA LGMF program, Rob Carty, will provide all Fellows' names to their membership department. Should a Fellow receive an invoice, or if their membership expires, they will need to contact Rob Carty to address the issue.

ICMA Annual Conference

All Fellows will attend the ICMA Annual Conference. ICMA will cover the conference registration fee and the ticket to the Sunday evening welcome reception, as well as some expenses for LGMF related activities. City host divisions are responsible for providing travel, accommodations, and incidentals for their Fellow. First-year Fellows





must arrive by the Friday evening prior to the beginning of the conference, so they may attend the LGMF orientation on Saturday.

Hotel Reservations

The ICMA Annual Conference is extremely popular among the city/county management profession. It is therefore highly recommended that host divisions reserve hotel rooms for their Fellows **as soon as housing opens in June**, even if their Fellow has not yet started. Rooms may be booked online via the ICMA conference website.

Conference Registration

Once the Fellow starts with the city, they may complete their conference registration. Fellows should indicate that they will be attending the Sunday evening welcome reception, in order to redeem their complimentary ticket from the LGMF program. While the basic conference registration is complimentary from ICMA, there are a number of additional sessions and programs that the Fellow may be interested in attending. Some of these sessions and programs do have costs associated with them, and it will be at each host division's discretion whether they will cover these additional costs. Fellows are certainly invited to register for these optional sessions and events and will be responsible for covering these costs themselves if the division is unable.

Attachment I: Fellow Salary and Benefits

Fellows are classified as full-time, at-will temporary employees. A breakdown of all Fellow benefits is as follows:

- A first-year annual salary of \$59,777.74 and second-year annual salary of \$60,989.76. Exempt, At-Will, Temporary Full-time Special Employee.
- Vacation Leave – You will accrue vacation leave of 12 days per year and 3 personal holidays annually, which will be prorated according to your hire date, but will not be available to use until you have reached your six-month anniversary.
- Sick Leave – You will earn 1.24 hours each pay period (biweekly) which will start to accumulate after one year of employment and may be used as soon as received.
- Nine (9) paid holidays per calendar year.
- Retirement: Florida Retirement System (FRS) with options to employees of Pension or Investment plans, with City contributions and requiring a 3% Employee contribution. *
- Educational and Professional Development – ICMA conference sponsored by the City.
- Wellness Incentive Program – If you are enrolled in one of the City's Cigna medical plans and after completion of wellness program criteria, you will be eligible to receive a taxable \$500 incentive award, annually.

You will be eligible for the following benefits:

- Medical Insurance (including wellness program)
- Dental Insurance
- Vision Insurance
- Life Insurance
- Flexible Spending Accounts (health care and dependent care)
- 457 Deferred Compensation Program
- Voluntary Benefits Program

Attachment II: On-Boarding Checklist

TO DO	COMPLETE
Background Check	<input type="checkbox"/>
Office location and set-up	<input type="checkbox"/>
ITS – Computer set up and telephone	<input type="checkbox"/>
Parking location and pass	<input type="checkbox"/>
Access card to the building	<input type="checkbox"/>
Greet your fellow at the designated arrival time/place	<input type="checkbox"/>
Officially introduce your fellow to everyone in the building/department (perhaps conduct a walking tour)	<input type="checkbox"/>
Provide overview of logistical issues (coffee, copiers, supplies, bathrooms, etc...)	<input type="checkbox"/>
Employee Orientation	<input type="checkbox"/>
Provide a welcome binder	<input type="checkbox"/>
Formally introduce your fellow to their hiring manager. Set up a quick meeting to determine the style of the mentorship (check-ins, meetings, lunches, etc...)	<input type="checkbox"/>
Set up brief meetings with department heads, if necessary, to introduce rotational work assignments and timeline	<input type="checkbox"/>
City Commission welcome/introduction by City Manager	<input type="checkbox"/>
Present your fellow with a copy of the final work plan and review and discuss during the first week (ongoing)	<input type="checkbox"/> ongoing
Discuss fellows' expectations for the Fellowship; your expectations from your fellow, and training and networking activities planned and optional for the year	<input type="checkbox"/> To be done when all Fellows onboard
Assign Boards/Committees of interest, as needed (meetings placed on calendar)	<input type="checkbox"/>

MENTORSHIP COMMUNICATIONS:	
• Schedule meetings between Fellow and Supervisor	<input type="checkbox"/>
• Monthly Fellow breakfast	<input type="checkbox"/>
• Professional Development – (FCCMA is an inexpensive and easy local option; Fellows attend the ICMA annual conference)	<input type="checkbox"/>
• Conduct quarterly review meetings – Fellow to complete self-assessment prior to each meeting.	<input type="checkbox"/>
ITS/SOFTWARE TRAINING:	
• Outlook	<input type="checkbox"/>
• Computer drives and folders	<input type="checkbox"/>
• City's website	<input type="checkbox"/>
• Laudershare	<input type="checkbox"/>
• Telephone	<input type="checkbox"/>
• Microsoft Teams	<input type="checkbox"/>
RESOURCES:	
• Press Play Fort Lauderdale: Strategic Plan 2024	<input type="checkbox"/>
• Commission Annual Action Plan	<input type="checkbox"/>
• Neighbor Survey(s)	<input type="checkbox"/>
TRAINING/CERTIFICATIONS:	
• NIMS – ICS-100	<input type="checkbox"/>
• NIMS – ICS-700	<input type="checkbox"/>
• NIMS – ICS-200	<input type="checkbox"/>
• NIMS – ICS-300	<input type="checkbox"/>
• NIMS - ICS-400	<input type="checkbox"/>
• NIMS – ICS-800	<input type="checkbox"/>
CONFERENCES:	
• ICMA Annual Conference:	<input type="checkbox"/>
○ Reservations – Hotel and flights (to be done in June)	<input type="checkbox"/>
• FCCMA Annual Conference:	<input type="checkbox"/>
○ Apply for Emerging Leaders Scholarship (due Jan/Feb)	<input type="checkbox"/>
○ Reservations – Hotel and mileage	<input type="checkbox"/>

Attachment III: Orientation Activities

ORIENTATION ACTIVITIES

<input type="checkbox"/> Fellow orientation presentation	First Day
<input type="checkbox"/> Walking tour of City Hall and 101 Building	First Week
<input type="checkbox"/> Emergency Operations Activation Exercise	TBD
<input type="checkbox"/> Parks and Recreation	First Month
<input type="checkbox"/> Fire ride-along	Second Month
<input type="checkbox"/> CC District Tours (parks, CIP projects, etc.)	TBD
<input type="checkbox"/> Airport Tour	October
<input type="checkbox"/> Utilities Tour (Fiveash, Peele Dixie, GTL)	November
<input type="checkbox"/> Water tour of Fort Lauderdale	December
<input type="checkbox"/> Code ride-along	Third Month
<input type="checkbox"/> B-Cycle Tour (TAM, DSD, and Sustainability)	February
<input type="checkbox"/> Everglades	Winter
<input type="checkbox"/> Police ride-along	Scheduled Independently (receive request form from Program Coordinator)