

Durham City/County Demonstration of Mentorship Ability

What are some of the attainable goals that you will establish for the Fellow?

- To obtain a better understanding of the structure and operations of County Government in Durham County and the City of Durham specifically and in North Carolina generally.
- To gain the unique opportunity to gain significant experience in both county and municipal operations.
- To provide practical work experience as it relates to various County and municipal operations.
- To impress upon the Fellow the importance of establishing excellent interpersonal relationships to be successful as a professional local government manager.
- To prepare and develop the Fellow to progress into a position as a professional local government manager.
- To expose the Fellow to ICMA and the North Carolina City/County Manager's Association and the resources that they offer.

How do you plan to structure the Fellow's experience in general?

The Fellow's experience will be structured in four parts:

- 1) Orientation and tour of County and City facilities;
- 2) Educational component including attending related in-house professional development courses, seminars, conferences and meetings with community leaders;
- 3) Practical component including working on various projects in multiple departments;
- 4) Community service component including work on a community service project.

How will you ensure that the Fellow gains exposure to at least one of the following areas: human resource management, inter-generationality, or diversity, however that issue is represented in your community?

The Fellow will be exposed all of these areas Durham County and City is a leader in the state in the area of proactively addressing diversity issues. The Fellow will also be exposed to human resource management issues.

What do you hope the Fellow will understand about local government and public management by the end of the program?

Durham County and City would like the Fellow to understand the value and rewards associated with a career as a professional local government manager. In addition, we would like to expose the Fellow to the tools needed to succeed as a manager and provide

an overview in the operations associated with a county and city government in North Carolina.

Description of Potential Local Government Involvement by Fellow

What role do you see the Fellow fulfilling?

The Fellow would be participating in the administration and service delivery of Durham County and City government. It is expected that the Fellow will commit to a year of learning about Durham County and City government, with their time equally divided between the two organizations. In addition, the Fellow will be able to apply skills acquired through advanced study while completing work for the County and City. After attending the orientation and facilities tour of the program, the Fellow will begin to work on management projects in several departments, including the County and City Manager's Office. During the rotation of the departments, the Fellow will observe as well as be assigned projects on both an individual and group basis. Many of these projects will be molded to the interests of the Fellow. Throughout the year, the Fellow will be asked to attend meetings with local community leaders as well as attend related local government seminars and conferences as part of the Educational Component of the program.

With which specific department/initiatives/projects would the Fellow be involved?

The Fellow would be involved with the following departments:

- 1) County and City Manager
- 2) Budget, including having the opportunity to serve as a budget analyst
- 3) Personnel
- 4) Human Services
- 5) Public Safety
- 6) Planning
- 7) Emergency Services
- 8) Tax
- 9) Finance
- 10) Technology
- 11) Public Information
- 12) Strategic Planning

Possible initiatives or projects could be as follows:

- 1) Helping to develop and promote the County and City's Strategic Plan;
- 2) Participating in the analysis of the annual budget and serving as budget analyst to several departments;
- 3) Participating in the analysis of departmental work plans;
- 4) Conduct cost analysis and efficiency and effectiveness projects for different County and City departments;

- 5) Participating in the County's Book Club that reads and discusses management related books on a quarterly basis;
- 6) Participating in department head meetings.
- 7) Participating in senior management team meetings
- 8) Participating in joint county/city senior management team

Which staff would the Fellow work with and what would be their relationship?

The Fellow would be working with Department Heads and other senior administrative staff throughout the program. A Deputy County Manager will be assigned as the Fellow's mentor who can provide career guidance and insight into management and leadership styles. For the City, a Deputy City Manager will serve as the Fellow's mentor for City related projects.

What sort of rotation would you provide to the Fellow and what added value would it offer to the Fellow's experience?

The Fellow would have the opportunity to work with various County and City departments during the orientation phase and then by working on different projects with various departments.

What other resources/opportunities would you provide that would maximize the Fellow's exposure to local government and your time with the Fellow?

Attendance at state and regional manager meetings would be permitted and encouraged. In addition, Durham County and City also offers Lunch and Learn programs for its employees. The Fellow would be permitted to attend these programs and any other programs the County offers on behalf of its employees. Finally, the Fellow would be asked to attend some of the meetings of the Durham County Commissioners and the Durham City Council. Attendance at these meetings would expose the Fellow to the governance model used in Durham County and City.