

## **MANAGEMENT FELLOW**

### **JOB DESCRIPTION – CLASSIFIED SUPERVISORY**

#### **GENERAL RESPONSIBILITIES**

The Management Fellow innovates, delivers, and collaborates on a wide variety of complex and challenging projects and assignments. The Management Fellow must be skilled in the techniques of research and ability to plan, develop and recommend strategic change and must be flexible in their approach to new ideas, for the solution of increasingly complex problems related to District-wide or departmental programs. The Management Fellow must have strong communication and interpersonal skills to work effectively with departmental management, representatives of other functional areas, external agencies, and members of the public. The Management Fellow reports and performs their duties under general supervision from their assigned manager/administrator and may direct the work of hourly employees and staff.

#### **REPRESENTATIVE DUTIES**

1. Plans and conducts studies of major departmental programs, operations, and administration to determine their effectiveness and the need for modification or changes in policies and procedures.
2. Views existing operational policies and procedures for compliance with federal, state, and local regulations and the goals of the department.
3. Analyzes and makes recommendations for the solution of problems related to District wide or departmental programs or administration.
4. May serve as a project manager or team leader of special projects, from inception and planning to completion.
5. Identifies scope of work; develops detailed task lists and interdependencies; estimates time requirements; identifies critical milestones; identifies and assesses risks; prepares contingency actions; coordinates project activities.
6. Plans, directs, and reviews the work of staff assigned to the project.
7. Prepares or directs the preparation of narrative and statistical reports on various problem areas.
8. Develops and recommends new and innovative strategies and ways to resolve the problems.
9. Participates in Fellowship training sessions and conferences.
10. May serve as a consultant or adviser to management on matters within a specialized area of expertise.
11. Analyzes trends and forecasts and makes recommendations to management for long-range planning.
12. Serves on various departmental committees or represents the administrator at meetings, hearings, and conferences of various boards, commissions, and agencies as designated.
13. Prepares reports for management that reflect performance and statistical data.

#### **KNOWLEDGE AND ABILITIES**

##### Thorough knowledge of:

- 1) Project management skills, the ability to track and manage complex processes, and a desire to lead multiple teams and multiple projects.
- 2) Principles, practices, and techniques used in the analysis, evaluation, design, planning, and management of comprehensive programs.
- 3) Intersectional knowledge of diversity, inclusion, belonging, equity, antiracism, and equal opportunity.
- 4) High degree of business insight; results-oriented with an ability to work independently.
- 5) Strategies for identifying and building cross-functional partnerships to understand challenges.
- 6) Modern office practices, software, and procedures.

##### Ability to:

- 1) Demonstrate ongoing curiosity and creativity, balanced with the ability to distill numerous inputs/ideas into meaningful actions and recommendations.
- 2) Exhibit independent analytical and quantitative skills with the ability to use data and metrics to back up

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- assumptions, evaluate outcomes, and challenge conventional wisdom.
- 3) Provide support in a multi-stakeholder organization across multiple locations.
  - 4) Ability to interpret, apply, and explain complex laws, contract language, rules, regulations, and policies.
  - 5) Ability to define, influence, refine and implement processes, procedures, and policies.
  - 6) Display independent analytical capabilities and a process improvement mentality.
  - 7) Collaborate in both small teams and large, cross-functional environments.
  - 8) Gather and analyze data, reason logically, and draw valid conclusions.
  - 9) Analyze situations and make appropriate decisions and/or recommendations.
  - 10) Clearly communicate ideas and recommendations.
  - 11) Write and provide comprehensive reports clearly and concisely.
  - 12) Work with and provide direction to other employees in the completion of the day-to-day work.
  - 13) Excel in an ever-changing environment using an ambitious mindset.

**MINIMUM QUALIFICATIONS**

**Education and Experience:**

A Master's degree or higher from an accredited institution.

Board Approved: