

# Management Assistant Program

## OVERVIEW & ESSENTIAL COMPONENTS

The MA Program is a unique two-year opportunity for individuals interested in local government management careers. It serves the organization through the dedication of resources to shorter-term or unforeseen business needs and serves in the long-term through the incorporation of well-rounded generalists throughout the organization.

## ESSENTIAL COMPONENTS

### ROTATIONS

#### What?

A rotation is an immersive dedication of time to a particular city function. An MA will dedicate about half of their time to this function over the course of about 3 months, then rotate to the next.

#### Why?

The purpose of rotations is to dedicate resources to more complex and meaningful work that does not require the addition of a permanent position.

Through rotations, MAs will gain a deeper understanding of city operations, build skill sets, and continue to be challenged through their work.

#### How?

Rotation selections are based primarily on business need and skill set; but MA preference will also be considered.

### ASSIGNMENTS

#### What?

Assignments vary in nature, but they are intended to be short-term, time-bound, clearly defined, and mutually benefit the organization and the goals of the MA program. MAs have a variety of assignments at any given time.

#### Why?

The purpose of reserving MA capacity for miscellaneous assignments is to allow departments to continue conducting day-to-day business while requesting MA assistance for unforeseen tasks.

Through assignments, MAs will gain diverse experience, the opportunity to hone a skill set, or develop a new skill set.

#### How?

Assignments are requested by city staff and accepted based on capacity, priority, business need, and skill set.

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## ESSENTIAL COMPONENTS CONTINUED

### LEARNING OPPORTUNITIES

MAs have the opportunity to participate in a variety of meetings, job shadowing, volunteerism, city employee activities, city committees, community engagement efforts, & are encouraged to attend City Council meetings & budget meetings.

### PROFESSIONAL DEVELOPMENT

Development and training are integral components of the program. Training and professional development opportunities are ongoing and based on available funding, preference, and areas for improvement

### MENTORSHIP

Each MA has the opportunity to be mentored by an individual in upper management.

### CAREER PATH

The MA Program is a two-year position. MAs may apply for city vacancies throughout their two-year term should they be interested and qualified. There is also an MA II performance-based career path option which extends the program for one additional year, should the MA meet the performance requirements.