

The Local Government Management Fellowship

Now Accepting Applications from 2003 and 2004 Graduates

Where are *you* going to make a difference?

The Local Government Management Fellowship is a highly competitive career development opportunity to attract professionals into local government careers and to create national interest around careers in local government and public service among students and local government leaders.

Armed with a Masters degree in public administration/management, public policy, public affairs, or related degree, skilled young professionals are given the opportunity to leap directly into action and assume real responsibility, thrive in an environment that recognizes potential, and gain unique exposure to local government. In addition to the managerial training, each Fellow will benefit from:

- Rotations through local government offices and agencies, maximizing on both the diversity of services in the local government as well as the Fellow's interests and abilities
- Mentorships by senior government leaders and managers
- A Peer Network of all nationally placed Fellows encouraging discussion, brainstorming, and best practices
- Professional Development opportunities, as provided by the host community, including additional field and management related training, conferences, ICMA membership, and more
- Minimum salary of \$32,000, negotiable on an individual basis
- Fellowships available in urban and rural governments across the nation

...Make It Here... Make It Now



National Forum of Black Public Administrators



2004-2005
LOCAL GOVERNMENT MANAGEMENT
FELLOWSHIP PROGRAM

OFFICIAL APPLICATION

Overview

Developed by a coalition consisting of the International City/County Management Association (ICMA), the National Association of Schools of Public Affairs and Administration (NASPAA), the National Forum for Black Public Administrators (NFBPA), and the Hispanic Network (H-Net), the Local Government Management Fellowship (LGMF) Program was created to encourage recent graduates from master's programs in public administration/management, public policy, public affairs, or a related field to pursue careers in the local government profession. Each Fellow will be placed in a full-time, full-access local government position that will be shaped through direct mentorship by senior local government employees and rotational assignments. Approximately 15 Fellowships will be offered during this pilot year of the LGMF Program.

Eligibility

Students holding or earning a master's degree in public administration/management, public policy, public affairs, or related fields from an academic institution that is a member of the National Association of Schools of Public Affairs and Public Administration (visit www.naspaa.org for list) are eligible to apply for the an LGMF Fellowship. The master's degree must have been completed in either 2003 or 2004.

Candidates will be selected on the basis of their academic performance, demonstrated leadership potential, commitment to public service, communication skills, initiative, creativity, and positive attitude.

Application Deadline

Applicants must complete the attached application form and submit it along with the supporting documents described below to the address on page 4, **to be received (not postmarked) no later than close of business on Friday, February 6, 2004.**

Application Package

In addition to the application form, applicants also must include the following materials:

1. Cover letter that introduces the applicant and provides a concise discussion of the applicant's interests as they relate to the LGMF Program
2. Resume
3. Three letters of recommendation. Two of the letters must be from graduate school professors (one of which can be an adjunct). The other may be from a current or previous supervisor.
4. One essay, not to exceed **4 double-spaced pages**, that successfully integrates discussions of the applicant's
 - a. Relevant work experience, including internships and volunteer experience
 - b. Leadership potential, and

(Continued next page)

- c. Public service commitment and career goals
- 5. Copies of undergraduate and graduate school transcripts. (Note: Unofficial transcripts may be submitted at the time of application, but students **MUST** have submitted *official* copies of their transcripts in order to be offered a placement)

Selection Process

The partner organizations will review all applications submitted by the deadline. Applications will be scored as follows: cover letter (max. 10 points), three letters of recommendation (max. 25 points), essay (max. 50 points), transcripts (max. 10 points), and resume (max. 5 points).

A group of semifinalists will be invited to participate in an additional assessment activity. Finalists will then be contacted directly by participating local governments to schedule interviews in early-to-mid-March 2004. Fellowships will be announced in April 2004.

Next Steps

Please complete this application form and return them with your supporting documents to the address listed below.

Good luck!

APPLICATION FORM

Name: _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ **Email:** _____

Are you eligible to work in the United States? Yes No
If no, will you be eligible to work in the United States by August 2004? Yes No

Race/Ethnicity (optional)

- | | |
|--|--|
| <input type="checkbox"/> American Indian or Alaskan Native | <input type="checkbox"/> Hispanic |
| <input type="checkbox"/> Asian or Pacific Islander | <input type="checkbox"/> White/Non-Hispanic |
| <input type="checkbox"/> African-American, Non-Hispanic | <input type="checkbox"/> Prefer not to respond |

Summary of Undergraduate and Graduate Education

Academic Institution	Degree	Concentration	Year of Degree	GPA

List the graduate or undergraduate courses you took/will take that are relevant to the LGMF program:

_____	_____
_____	_____
_____	_____

List any work experience you feel is relevant to the LGMF program:

For Office Use Only:
NASPAA Principal Representative:
Telephone: _____

Email: _____

List your academic honors, awards, or publications:

1. _____
2. _____
3. _____
4. _____
5. _____

How did you learn about the LGMF program? _____

SUPPORTING DOCUMENTS

(Note: Must be submitted before application package is considered complete)

Cover Letter

In your cover letter, please introduce yourself, state why you are interested in the LGMF program and discuss any other information that would accurately and clearly support your application.

Resume

Please include one copy of your resume with your application packet.

Letters of Recommendation

Please include **three** letters of recommendation. Two letters must be from graduate school professors (one of which may be an adjunct), and one may be from a current or previous supervisor. Letters should be sealed and signed by your reference over the envelope flap.

Essay

Please prepare a single essay, **not to exceed 4 double-spaced pages**, which integrates discussions of your

- Relevant work experience including internships and volunteer experience
- Leadership potential, and
- Public service commitment and career goals.

Official Academic Transcripts

Please submit one copy each of the official transcript from your undergraduate and graduate institutions. Unofficial transcripts may be submitted at the time of application, but applicants **MUST** have submitted *official* copies of their transcripts before they will be offered a placement.

Please mail completed application package,
including this form and supporting documents, to be received by
Friday, February 6, 2004, to:
Local Government Management Fellowship Program
c/o Rebecca Singer at ICMA/ NASPAA/ NFBPA/ Hispanic Network
777 North Capitol Street, NE, Suite 500
Washington, DC 20002-4201
Questions? Call 202/628-8965 or Email naspaa@naspaa.org