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Graduate Management Assistant Program Report

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Graduate Management Assistant, City
Manager's Office



- One-year fellowship program in the City Manager's Office, designed to help fellows strengthen local government and city management acumen
- Full-time, salaried, and contractual role that has been part of the CMO on and off since the 1980s (breaks in the program between 1992-2000 and 2003-2011).
- Notable alumni include:
 - **Wendy Williams**, former Fort Collins Assistant City Manager
 - **Heather Brooks**, current City Manager for the City of Alamosa
 - **Kelly Houghteling**, current Deputy Town Administrator for the Town of Wellington
 - **Pam Davis**, current Assistant City Manager for the City of Boulder
 - **Travis Machalek**, current Deputy Town Administrator for the Town of Estes Park
 - **Tyler Marr**, current Fort Collins Deputy City Manager
 - And many more!

- Member of Budget Lead Team or Strategic Planning Team (depending on the year)
- Support Executive Leadership Team as directed
- Member of the City Manager's Office's policy team
- Legislative Review Committee support
- Assist with special projects and policy work as assigned based on interests and unique skillsets
- Conduct program evaluation and analysis
- Attend weekly City Council meetings and facilitate Zoom technology and public participation
- And more!



Related to Council Priorities

- Supported local minimum wage benefit cliff analysis and engagement efforts
- Within pandemic recovery efforts:
 - Currently working with Cultural Services to develop and administer the ARPA Art to Live Grant program
 - Served on grant panels for small business recovery and homelessness sheltering and resource navigation
- Collecting data related to safe parking program as a potential policy option to reduce homelessness
- Core team member for climate subgroup within the sustainable revenue topic

Additional Policy/Project Work

- Firearm regulation research/memo
- Board/Commission manual revisions
- Core team member for rental registration and occupancy ordinance team
- Supported signature verification for LDC referendum petition
- Helped coordinate Trans Day of Remembrance proclamation and celebration
- Working with ESD, CDNS, and ERA on organizational assessment related to local regulatory compliance
- Northern Colorado Regional Airport performance metrics
- Employee survey quantitative analysis
- And more!



- Last day in June 2023
- Currently looking for roles in housing/homelessness policy area to continue work related to decreasing incidences of unsheltered homelessness and housing insecurity for low-income earners
- Next GMA recruitment process underway
- The program will continue its legacy of providing invaluable exposure to city management, executive local government functions, and City Council policy priorities for the next generation of municipal leaders

QUESTIONS?

