



## ***HUERFANO COUNTY JOB DESCRIPTION MANAGEMENT FELLOW***

TITLE: Management Fellow  
FLSA: Non-Exempt  
DEPT: Administration  
REPORTS TO: County Administrator

### **JOB SUMMARY:**

Under the direction and mentorship of the County Administrator the Management Fellow will be exposed to and gain experience in many areas of County Government including, but not limited to, Public Works, Road and Bridge, Economic Development, Emergency Management, Land Use and Building, Social Services, Human Resources, and Finance. Work will be conducted with the support and oversight of various County Department Heads, Elected Officials, and Senior Staff. Assignments will provide a learning environment and mentor the development of a future County Administrator or Manager.

The Management Fellow reports to the County Administrator.

### **ESSENTIAL JOB FUNCTIONS:**

Assist the Administrator with researching and drafting policies for review and adoption by the Board of County Commissioners. Research, track, and summarize federal and state legislation and regulations. Make recommendations and assist with the development of long-term goals, policies, and procedures.

Assist in the County's annual budget process and any procurement processes

Identify, write, and manage grant opportunities to advance, support, or improve County operations and infrastructure

Draft and review internal and external communications. Help coordinate responses with departments as needed. Write and proofread a wide variety of reports, letters, memos, charts, and public notices. Draft resolutions and proclamations.

Support a County Board or Commission: coordinate and participate in the preparation and processing of agendas; attend meetings and take minutes when necessary; works with Clerk and Recorder's office to ensure documents are properly recorded.

Works on specific projects, events, policies, and initiatives as assigned by the County Administrator or requested by the Board of County Commissioners. These can be either one-time projects or ongoing assignments.

Assists various departments with their goals and objectives, as well as take a leading role on certain projects yet to be outlined.

Attend meetings and workshops of the Board of County Commissioners, as well as other County Boards and Commissions, to gain an understanding of the decision making process and the importance of citizen engagement.

Meet as needed and regularly, and at least twice monthly, with the County Administrator to discuss the Management Fellow's professional growth and development, including answering any questions the Management Fellow might have, receiving constructive feedback on performance, career advice, and guidance on assigned tasks and projects

Serve as a resource to other County staff, outside agencies, and the general public

Perform other duties as assigned

### POTENTIAL ADDITIONAL JOB FUNCTIONS

Depending on interest, the Management Fellow may serve as Tourism Director and perform the following tasks:

- Serve as support staff for the Huerfano County Tourism Board
- Develop an annual tourism marketing plan
- Manage destination marketing efforts and make recommendations to the Tourism Board regarding spending, budgeting, and grants
- Ensure the maintenance of the Spanish Peaks Country website and social media
- Support the efforts of local Welcome Centers and provide visitor resources to local businesses and partner organizations.
- Maintain an ongoing and supportive relationship with local Chambers of Commerce, the San Luis Valley Tourism Association, the Highway of Legends Board, and neighboring destination marketing organizations.

### DESIRED QUALIFICATIONS

Education and or Experience: Must be a graduate of an accredited institution of higher education with at least a bachelor's degree, and be enrolled in the University of Colorado at Denver Master's in Political Science New Directions Program, Graduate School of Public Affairs, Adams State University Master's in Public Administration program or College of Liberal Arts at Colorado State University and maintain good standing in the program.

Language Skills: Ability to read, analyze and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write technical and non-technical responses to inquiries. Ability to make effective and persuasive presentations on controversial or complex topics to top management, public groups, or boards of directors.

Certificates, Licenses, Registrations: Valid and current Driver's License.

### Specific Knowledge, Skills, and Ability Required:

Knowledge, or ability to gain knowledge, of local, State, and Federal ordinances, resolutions, regulations, and statutes to successfully perform essential functions.

Ability to analyze complex technical and administrative problems, develop sound recommendations, and implement solutions.

Skilled at building and managing complex relationships with diverse individuals, organizations, and stakeholders; record keeping and records management; and providing excellent customer service

Above average knowledge of routine software and business applications, for example: Microsoft Office

Suite (Word, Excel, PowerPoint, Access); Google programs (G-Mail, Google Calendars, Google Docs); and/or Quickbooks

Familiarity with or willingness to adapt to the unique qualities of rural and small town life

Willingness to learn and develop new skills.

### PHYSICAL DEMAND

While performing the duties of this job, the employee is regularly required to conduct activities involving walking, standing, and sitting; lift or carry up to 10 lbs., regularly lift, push or pull up to 50 lbs., and occasionally lift, push or pull up to 100 pounds with leveraged assistance; and to regularly devote extended periods to the use of digital/electronic office equipment.

The employee is frequently required to grasp and manipulate office and similar other equipment, tools, and materials; to participate in a routine conve

rsation in person or via telephone, and to distinguish telephone, voice, and other auditory tones.

The employee is regularly required to conduct activities involving stooping, kneeling/bending, crouching, crawling, twisting, and reaching.

Specific vision abilities required by this job include the ability to distinguish objects in low and bright light using visual capacity including peripheral vision, depth perception, color vision, and far and near acuity to observe all elements of a given situation and the surrounding work environment.

### WORK ENVIRONMENT

Indoors in a standard office environment; outdoors that includes travel to meetings, training events, and symposiums. Outdoor work and travel include limited exposure to varying weather conditions, noise, fumes, chemicals, and dust as well as changing environments.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.