



LOUDOUN COUNTY

SELECTION PROCEDURE:

Application packets will be evaluated on all completed materials submitted. The results of the initial screening will be sent to your primary email address by March 31, 2017. In April 2017, semifinalists will be invited to an interview and selections will be made.

If you require an accommodation because of a disability, please contact the Department of Human Resources at 703-777-0213.

HOW TO APPLY:

Visit the County web site at <http://www.loudoun.gov/jobs>
If you have any questions, contact the Human Resources at 703-777-0213

Recruitment #16-S255-1057

All application materials must be postmarked no later than March 24, 2017.

WEBSITE AND ADDRESS:

www.loudoun.gov
Loudoun County
1 Harrison Street SE
Leesburg, Virginia 20177
Phone: 703-777-0500

The provisions of this announcement do not constitute a contract, expressed or implied, and any provision contained in this bulletin may be modified or revoked without notice.

LOUDOUN COUNTY MANAGEMENT FELLOWSHIP PROGRAM

SALARY: \$41,598-\$49,918 Annually

Fellowship begins July 2017

THE MANAGEMENT FELLOWSHIP PROGRAM: Established in 2000, the program is designed to attract, develop, and retain talented professionals with an interest in a local government career. It offers a one-year fellowship to individuals who have earned (or will earn by July 2017) a Master's Degree in Public Administration, Business Administration, or a related field.

The fellowship program involves research and analytical work on an entry-level basis to the operation of County government systems, policies, and practices. Fellowship participants will serve as staff members in the Department of Management and Budget, and receive their work assignments and direction from the Fellowship Program Supervisor and the Director of Management and Budget. Management Fellows will experience work assignments that provide meaningful participation in a wide variety of policy issues facing Loudoun County, which remains one of the fastest growing counties in the United States. Management Fellows will gain exposure to county government operations through rotational staff assignments in the Office of the County Administrator, and other direct service departments. Additionally, Fellows will attend meetings of the Board of Supervisors, County Administrator Leadership meetings, various Management and Budget meetings, and work with residents and county staff on delivery of public services.

TYPICAL MANAGEMENT FELLOWSHIP ASSIGNMENTS: Management Fellows are given assignments that develop research, analytical, and written communication skills to familiarize them with the day-to-day operations of a large, full-service county. Loudoun County offers Management Fellows the opportunity to work in, and learn about, a wide variety of county policy subjects. Project assignments of former Management Fellowship participants include:

- Assisting with the development of the Capital Needs Assessment
- Researching best practices for Budget Document Innovation
- Performing a Cost-Benefit Analysis for the development plans of a Town of Leesburg park.
- Assisting with the development of the Capital Facility Renovation and Replacement Funding Plan.
- Providing staff support to the County's Legislative Team during the State legislature process.

QUALIFICATIONS: Applicants must have completed the requirements for a Master's Degree in Public Administration, Business Administration or related field by July 1, 2017. Proof of degree will be required prior to starting employment.

SALARY/BENEFITS: The annual salary for the one-year program is \$41,598 - \$49,918. The County has a comprehensive benefit package, which includes holiday leave, sick leave benefits, and medical and dental insurance for employees and dependents.