

## **POST-GRADUATE MANAGEMENT FELLOWSHIP**

\$51,000 Starting Salary + Benefits

### **JOB DESCRIPTION**

Loudoun County is looking for a bright and motivated recent MPA or MPP graduate (or related degree) to fill its two-year, paid fellowship program. The fellow will serve on the staff of the Department of Management and Budget and will embark on unique, substantive projects throughout the County Government. Management Fellows are given assignments that develop research, analytical, and written communication skills. Examples of project assignments for the Management Fellowship program include:

- Assisting Departments in improving their performance management framework
- Preparing Performance Measure Dashboard Reports
- Monitoring and analyzing Countywide performance data
- Assisting with the administration of internal performance audits
- Providing research and analytical support to data-driven management analysis of County functions
- Developing training materials for County staff on performance management
- Preparing benchmarking reports and analysis
- Providing staff support to the County's Legislative Team during the State legislature process

Additionally, Fellows will attend meetings of the Board of Supervisors, County Administrator Leadership meetings, various Management and Budget meetings, and work with county staff on delivery of public services. Many past fellows have gone on to hold permanent roles with the County, though placement is not guaranteed following the two years.

Loudoun County, Virginia, located approximately 35 miles outside Washington, DC. Loudoun County, plays a key role in the Northern Virginia region and participates in regional undertakings including those related to transportation/transit and road infrastructure, parks, mental health, public safety, and economic development. Recognized as one of the fastest growing counties in the entire United States, Loudoun boasts a thrilling and diverse local economy that will continue to expand as the Metrorail Silver Line opens three new stations within the County over the next several years.

This fellowship begins July 1, 2018 and ends June 30, 2020. The incumbent is eligible to receive health, dental and vision insurance; matching contributions to deferred compensation plan; and annual and sick leave benefits.

### **JOB REQUIREMENTS**

Applicants must have completed the requirements for a Master's Degree in Public Administration, Business Administration or related field by July 1, 2018. Proof of degree will be required prior to starting employment.

Please visit our website to fill out the application. [www.loudoun.gov/jobs](http://www.loudoun.gov/jobs)