



## Management Fellowship



Our mission statement in Lone Tree is that we will “do things the best way, not just the expected way.” In that spirit, we’re looking for an exceptional, entrepreneurial, analytical, and motivated graduate student of public administration, public policy, business, or related field who wants to learn and grow in one of the most dynamic cities on Colorado’s Front Range.

The Management Fellow will learn about the inner-workings of a municipal government, make a difference in day-to-day projects, and contribute to the organization at the executive leadership level. Under direction from the Assistant City Manager, the Management Fellow will be involved in research, analytical work, and managing special projects in the City Manager’s Office and across City departments.

This is a one-year, full-time benefited position that will gain experience in the City of Lone Tree’s City Manager’s Office. The Management Fellow will help shape their experience based on their interest areas and will be given an opportunity to provide feedback on the value of the experience that they are receiving.

Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related degree by June 2023. The position is intended as a one-year fellowship that will conclude in May 2024.





## Management Fellowship

### About Lone Tree

We are an innovative, thriving, business-friendly, family-oriented suburb located at the foot of the Rockies. Our 15,000 residents enjoy world-class cultural and recreational amenities both within Lone Tree and through easy access to the surrounding region. Two freeways and three light rail lines connect our residents to Downtown Denver and Denver International Airport.

The City is a retail and employment hub for the south Denver metro area, home to over 1,700 businesses including Charles Schwab, Kiewit, Cochlear Americas, Sky Ridge Medical Center, Kaiser Permanente, and Park Meadow Retail Resort.

### Our Future

Our team works every day to continually improve our community's quality of life and to raise the bar for government services. As the City continues to grow, scaling, enhancing, and improving our services while maintaining our strong community bonds will remain an organizational focus.

Our community sees growth as a catalyst for continued improvement. In addition to continued infill development, Lone Tree is home to RidgeGate, an ambitious and unique mixed-use development, which includes a downtown area and several residential villages. Planning for and guiding the development of this area will be a major focus of the City organization for the foreseeable future.





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### Experience Guideline

Applicants must have completed or substantially completed coursework toward a Master of Public Administration or closely related degree by June 2023. The position is intended as a one-year, full-time fellowship that will conclude in May 2024.

### Position Type and Expected Work Hours

The City of Lone Tree's business hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evenings and weekends will be required, including attendance at City Council meetings. The City of Lone Tree offers flexible schedules and regular remote work.

### Desired Skillset

- Familiarity with municipal government services and basic knowledge of state and federal government.
- Background with municipal finance, budgeting, research techniques, communication, planning, or other closely associated disciplines.
- Excellent written and verbal communication skills.
- Statistics and data analytics.
- Data collection, analysis, and ability to deliver written reports and projects.
- Effectively be able to plan, coordinate, and manage multiple projects at once.
- Work autonomously and collaboratively.

## Examples of Duties

**The following essential job functions are illustrative only and are not intended to be all-inclusive. Duties may be modified, added, or deleted at the discretion of the Assistant City Manager**

- Assist the City Manager's Office in researching high-level issues of concern as they arise.
- Aid other departments across the organization as needed.
- Perform entry-level program analysis, organizational and administrative field studies, and statistical analysis of research data.
- Attend bi-weekly City Council and weekly Leadership Team meetings.
- Attend meetings on behalf of or in conjunction with department directors.
- Attend professional development events and conferences.
- Attend meetings at the Colorado State Capitol during the 2023 legislative session.
- Participate in the City's budget process.
- Serve as a staff liaison for some of the City's Committees, Commissions, and Boards.
- Review, update, and implement department operations policies and procedures.
- Manage various special projects.
- This position is not responsible for the supervision of City employees but may assist in the oversight of one or more part-time interns.
- Provide organizational leadership to develop and implement process improvements or innovations.
- Work cooperatively with other City employees, elected officials, agents or other governmental entities, and the general public.
- Manage and often facilitate employee events that promote the City's work culture.



## Management Fellowship

### About the City Manager's Office

The City Manager's Office executes the direction and guidance of the City Council by developing and implementing Council's goals and policies, coordinating the City's intergovernmental relationships, and leading the City's community outreach and economic development efforts.

The City Manager provides leadership in all areas of municipal services to the community in accordance with the City Charter, and provides professional management, strategic vision, and priorities for the staff and organization to promote excellence in the services we offer. The City Manager's Office staff members also serve as liaisons between the City Council and City staff for carrying out service requests, and support the many activities of the Mayor, the City Council and the City Manager.



### Compensation & Benefits

**The City offers a highly competitive benefits package including:**

- Salary of \$50,000 annually
- Medical Insurance
- Dental & Vision Insurance paid by City
- Life/AD&D Insurance paid by City
- Short-Term Disability & Long-Term Disability
- Paid Time Off & Holidays
- Tuition Reimbursement
- Retirement through Colorado PERA with 13.7% contribution by City
- Deferred Compensation through voluntary 401(k) 457, and Roth IRA plans.
- Other benefits include: Employee Assistance Program, Telehealth, Wellness Program and access to Lone Tree Recreation Center.

### Join Our Team

To apply, click here: [Management Fellowship](#)

Date of First Review: February 24, 2023

The most qualified candidates will be invited to interview with City staff. Candidates will be advised of the status of the recruitment following finalist selection. References will be contacted only following candidate approval.

For more information about the position, contact Human Resources or [HR@cityoflonetree.com](mailto:HR@cityoflonetree.com)

For more information about the City of Lone Tree, visit our website: [cityoflonetree.com](http://cityoflonetree.com)



## Our Vision

What We Strive For

Lone Tree is a premier Colorado community connected by great neighborhoods, vibrant public spaces, a beautiful natural environment, and thriving businesses.

## Our Mission

How We'll Get There

We will achieve Lone Tree's community vision by doing things the best way, not just the expected way.

## Our 6 BIG Ideas

We Will Be A National Model For:



Our deep, active commitment to **public safety**.



Our visionary **transportation network**.



Our welcoming, connected, and resilient **community**.



Our **signature** cultural and recreational opportunities, exceptional places, and beautiful natural environment.



Our diverse and sustainable **economy** powered by top-tier businesses.



Our commitment to building the best **team** to support our innovative, customer-focused, and efficient **city government**.

## Our Values

Who We Are

We are committed to **Excellence** through **Integrity, Collaboration,** and **Innovation**.

## Our Ethical Standards (SHARE)

How We Work

Stewardship

Honesty

Accountability

Responsibility

Engagement