State and Local Government Management Training Programs

What is a Management Training Program?

Full-time paid management training internship programs exist in several states across the country. Some states have more training programs than others and some programs focus on state government while others are local government focused. Others still are legislative management training programs. These one to two year training programs have been designed to introduce master’s degree graduates to the world of state and local government management. Many of these long-term training programs have built in rotations between government agencies during your tenure. These program rotations are meant to provide an opportunity to explore different career paths within state and local government.

Who should apply to Management Training Programs?

Any student who is interested in exploring a career in state and local government is encouraged to apply for these programs. In addition, if you are planning to relocate to a city you are unfamiliar with, these programs can allow you to get your foot in the door to network with government officials in that community.

State and Local Management Internship Programs

Across the USA

ICMA/NASPAA - Local Government Management Fellowship Program
2007 Application available for viewing at the following address:
http://icma.org/lgmf
Program Length: One Year
Rotation during the Program: Yes
Salary: Minimum salary of ~$35,000, negotiable on an individual basis.
ICMA, in partnership with the National Association of Schools of Public Affairs and Administration, the National Forum for Black Public Administrators, and the International Hispanic Network, welcomes applicants and host communities to apply for the Local Government Management Fellowship program. This highly competitive career-development opportunity is designed to generate interest in local government careers among recent master’s program graduates. Selected Fellows are placed in a full-time management-track local government positions, shaped by direct mentorship under senior government leaders and rotational assignments.

Arizona

City of Phoenix, AZ
Management Intern Program
Length: One Year
Deadline: January
Rotation during the program: Limited
Salary: ~$35,318-$52,603
Note: Applicants must have satisfactorily completed all courses for a master's degree by the first day of the program year.
Established in 1950, the City of Phoenix Management Intern Program offers a one-year internship to individuals who have earned or completed course work towards a master's degree in public administration, business administration or related field. As one of the oldest, most respected municipal management training programs in the United States, the management internship is designed to attract, develop and retain innovative people in local government. All graduate course work must be completed by July 1 with no exceptions.

California

**Municipal Management Association of Southern California Internship Clearinghouse**
The Municipal Management Association of Southern California (MMASC) has developed an online clearinghouse of internship opportunities within the state. Check out the link above for information.

**State of California Senate Fellowship Program**
http://www.csus.edu/calst/senate/
Program Length: 11 months
Rotation during the program: No
Salary: ~$1,972 monthly stipend
Deadline: February
The California Senate Fellows program was established in 1973 to provide participants with insight into the legislative process. The fellowship program's primary goals include introducing people with diverse life experiences and backgrounds to the legislative process and providing research and other professional staff assistance to the Senate. The program is jointly sponsored by the Senate and the Center for California Studies at California State University, Sacramento (CSUS).

**California Executive Fellowship Program**
www.csus.edu/calst/executive
Program Length: 9 to 10 months
Rotation during the program: No
Salary: Monthly stipend of ~$1,972 plus benefits and tuition credits
Deadline: February
The Executive Fellowship Program provides a hands-on approach to learning that solidifies the classroom experience. It is a tremendous opportunity for fellows to gain insight and experience in state government. Fellows attend weekly university graduate seminars and earn 12 graduate units in Public Policy and Administration. In addition, Fellows are placed in various levels of California State Government.

**The Jesse Marvin Unruh Assembly Fellowship Program**
http://www.csus.edu/calst/assembly/
Program Length: 11 Months
Rotation during the program: No
Salary: Monthly stipend of ~$1,972 plus benefits and tuition credits
Deadline: February
The Assembly Fellowship Program is the nation’s oldest legislative fellowship program. The fellowship provides an introduction to public policy formation and adoption in the California Legislature through full-time work as a professional legislative staff member. Fellows also attend a graduate seminar conducted by California State University, Sacramento.
The Judicial Administration Fellowship Program
www.csus.edu/calst/judicial
Program Length: 11 Months
Rotation during the program: No
Salary: Monthly stipend of ~$1,972 plus benefits
Deadline: February
Fellows learn about the administration of justice through working with administrators throughout the state, including the Supreme Court of California. The role of the Fellow is to provide professional staff support to the Chief Justice, the Judicial Council, and the courts. The fellows are not law clerks, but rather administrative staff who supports the creation, implementation, and/or evaluation of a potentially wide range of programs.

City of Long Beach, CA
http://www.longbeach.gov/citymanager/maprogram/default.asp
Program Length: One Year
Deadline: January
Rotation during the Program: Yes
Salary: ~$47,000
The program consists of four, three-month department rotations. Management Assistants will have one rotation each in the City Manager's Office and the Department of Financial Management. The other two rotations will be in areas where the City Manager has identified critical projects that the Management Assistant can help support, while meeting the interests of the program participants. These assignments are designed to give the Management Assistant a broad, positive experience in municipal government while providing resources to areas the City Manager has determined to be high priority. Dedicated rotation programs with the Harbor Department, Community Development, or Water Department may also be available.

City of Palo Alto, CA
Management Fellows Program
http://www.cityofpaloalto.org/depts/mgr/management_fellows_program/default.asp
Deadline: January
Program Length: 1 Year
Rotating Program: Yes
Salary: $45,000
Management Fellows will rotate through three departments and be matched to their skills and abilities. Masters degree will be earned by July 2009
For more information contact Cash Alaee at 650-463-4910.

City of San Jose, CA
http://www.sanjoseca.gov/students/Graduates.asp
Management Fellow
Rotation during the Program: Yes
Salary: $60,500
The City of San José is currently inviting applications for Management Fellow. Duties include assisting the City Manager and Department Directors in organizing, developing, researching, and evaluating City services and programs. As a Fellow, you will be expected to provide creative and innovative ideas to City’s government. You will participate in work rotations in three or four departments during the year-long program.

Georgia

City of Savannah, GA
Management Internship Program
www.savannahga.gov or http://www.savannahga.gov/cityweb/SavannahGaGOV.nsf/47b9dd27b9097a5485257296007391cc/106
Illinois

City of Chicago, IL
Mayor’s Office Fellowship Program
[Website Link]
Salary: $20/hr
Deadline: February and August
The City of Chicago Mayor’s Office Fellowship Program offers fellowships to students interested in learning about City government and public policy. Fellows work directly with the Mayor’s senior staff.

Kansas

Sedgwick County, KS
Management Intern Program
[Website Link]
Program Length: One Year
Deadline: January
The Sedgwick County Management Intern Program offers a one-year internship to individuals who have earned or completed course work toward a Master’s in Public Administration degree. The Management Internship is designed to attract, develop and retain innovative individuals in local government.

Missouri

City of Kansas City, MO
[Website Link]
Program Length: One Year
Deadline: February Deadline
Salary: $31,000
Cookingham fellows rotate through the City Manager’s Office, the Capital Improvements Management Office or the Public Works Department, Office of Management and Budget, and one department of the fellow’s choice. The rotations are scheduled in three-month increments from June to August, September to November, December to February and March to May. During these rotations, fellows work closely with departmental staff on a variety of projects. For more information, please e-mail us at cookinghamfellowship@kcmo.org or call (816) 513-1366.

Nevada

Clark County, NV
Management Analyst Intern
[Website Link] and look under “Job” Section
Program Length: One Year
Rotation during the Program: No
Salary: ~$49,816.00 - $77,209.60 Annually
Management Interns will be assigned a wide array of responsibilities as staff assistants in the County Manager's Office. The Management Analyst Intern program seeks talented individuals interested in a career in local government. During the one-year program, participants gain professional experience and insight in the management of a large, complex and unique county government. The program begins in July and continues through June of the following year. A Master's Degree in Public Administration or a related field must be completed by the beginning of work. Contact Clark County Human Resources at 702-455-4565 for a complete application package.

New York

The New York State Senate Fellowship
[www.senate.state.ny.us](http://www.senate.state.ny.us) and click "student programs"
Program Length: 10 Months
Rotation during the program: No
Salary: ~$32,000
Deadline: April
There are four fellowships for which you can apply: legislative, journalism, public service, and finance and fiscal studies. Information about each individual fellowship is available on the website. Information about the application process is available in Career Services.

The New York State Assembly Internship
[http://assembly.state.ny.us/internship/graduates/](http://assembly.state.ny.us/internship/graduates/)
Program Length: 6 Months
Rotation during the program: No
Salary: $11,500 Stipend
Deadline: October
The Assembly Graduate Internship provides research and policy development experiences for up to ten qualified graduate students. The Assembly Intern Committee affords graduate students a unique professional learning experience. Graduate Scholars are required to attend Issue Policy Forums and the course provided by the Faculty Advisor or Professors-in-Residence. Graduate Scholars have the opportunity to develop their understanding of the legislative process and New York State government and to apply their ideas and research skills in the legislative process.

The Urban Fellows Program
New York City, New York
Program length: 9 months
Rotation during the Program: Yes
Salary: ~$30,000 + Health Insurance
Deadline: January
The New York City Urban Fellows Program has introduced America’s finest college graduates to local government and public service. The Urban Fellows Program has earned a reputation for being deeply committed to the highest standards of excellence in public service. This prestigious nine-month program combines full-time employment in City government with a comprehensive seminar series exploring the mechanics of local government, as well as important issues facing the City. Urban Fellows tackle some of the most challenging jobs in city government. They work in virtually every area, from the budget process to agency operations, low income housing to affordable health care, and education to economic development. To be eligible you must have received your bachelor’s degree in the Spring of 2008, 2009, or 2010.
**Port Authority of New York/New Jersey**

Leadership Fellows Program

- Program Length: 18-24 Months
- Salary: Competitive with Benefits
- Deadline: January

The Port Authority's Leadership Fellows Program is a distinguished program for leadership and public service in the New York/New Jersey metropolitan region. This two-year, fast-track, rotational program offers Port Authority Fellows invaluable on-the-job experience in planning, financial and facility operations functions. Each assignment is designed to build a strong foundation of business acumen and knowledge of Port Authority operations. The breadth and depth of these experiences are critical in preparing the participants to be future leaders of the Port Authority.


**Ohio**

**City of Cleveland, OH**

Executive Fellowship

- Length: One Year
- Salary: $40,000
- Deadline: February

The Cleveland Executive Fellowship is an immersion program designed to accelerate professional development of civic leaders for Greater Cleveland. Its goal is to prepare individuals for effective and ethical leadership in the public-affairs arena. During the yearlong fellowship, participants gain hands-on experience through executive-level placements in the business, education, nonprofit and public sectors, as well as through weekly professional development seminars. Two-year residency agreement.

**Oregon**

**City of Bend, OR**

[www.ci.bend.or.us](http://www.ci.bend.or.us) or

- Salary: ~$35,196-$48,444
- Note: BA with major coursework in public administration/closely related field and actively pursuing master's degree during appointment.

**Pennsylvania**

**Mayor's Internship Program**

Philadelphia, Pennsylvania

- Program Length: Summer
- Salary: None

The City is currently accepting applications for undergraduate and graduate students for the Mayor's Internship Program. The Program provides interns with first-hand experience in the daily operations of the 5th largest city in the United States. Mayor's Interns are assigned substantive projects providing research, administrative and staff assistance to high-level City managers. As well as on-the-job training from their host departments, interns are also provided unique opportunities to meet with high-level City officials and attend events showcasing the City of Philadelphia.

**Texas**
San Antonio, Texas Management Internship Program
www.sanantonio.gov/hr/pdf/sanantoniomgmtintern.pdf
San Antonio, TX
Program Length: 18 Months
Salary: ~$40,000 + Benefits
The San Antonio Management Internship Program is an 18-month program, with each intern spending six months in each of the following departments: the City Manager's Office, the Office of Management and Budget, and one operating department. Management Interns will be exposed to multiple challenges that local governments face today, as well as new and innovative methods to deal with these challenges. Each six-month rotation will provide the Management Interns with a broad base of experience that will benefit both the individual employee as well as the City in the future.

Vermont

Town of Barre, Vermont
Management Internship
www.barretown.org/Pages/dept/admin/intern.html
Program Length: 1 Year
Rotation during the program: yes
Salary: ~$29,252
The Management Intern works directly under the direction of the Town Manager, but also provides research, analytical, and writing assistance to all Town departments, divisions, boards, and commissions with management tasks and projects.

Washington

City of Tacoma, WA
Management Intern
Rotation: Yes
Salary: ~$36,300-40,000 + benefits
Deadline: January
http://www.cityoftacoma.org/managementfellow
The Tacoma Management Fellowship is an exciting two-year opportunity to see the day to day management of a large organization up close and personal. Each Fellow works as a part of the City Manager's Office. Management Fellows have access to great mentor opportunities, such as regularly scheduled private meetings with the City Manager, Deputy City Manager, and Assistant City Manager. Fellows are also given a challenging workload which includes being a member of the Senior Management Team, weekly meetings with department directors, citizen engagement, exciting projects, working with various departments, interactions with Council Members, and opportunities for professional development.

Wisconsin

Village of Howard, WI
Post-Graduate Fellow
Deadline: January
Salary: $30,000
Duration: 1 year
For those interested in a career in public administration, this one-year, full-time program is an excellent opportunity to experience a variety of innovative management systems; gain exposure to many of the issues facing a village government; and develop important professional skills. Current Fellow Responsibilities include acting as staff assistant to Go Green Save Green Task Force, performing grant search, writing, and development, and Monitoring Citizen Request Management (CRM) system, police report activity, and Village Strategic Plan. Fellowship posted on Orangelink. Submit a detailed cover letter and resume,
Submit two (2) large academic papers (5 pages or longer). Provide three (3) letters of reference (two must be from professors who have first hand ability to evaluate your academic performance). All materials due by February 1, 2010. Please send documents to: Joshua Smith, Village Administrator, Village Hall, 2456 Glendale Avenue, Green Bay, WI 54313.

The following are state and local opportunities that have been available in the past, but have been temporarily suspended or have not been confirmed for this year. If interested, please contact the necessary state or municipality to get more information.

**California**

**City of Pasadena, CA**
Graduate Management Intern
[www.cityofpasadena.net](http://www.cityofpasadena.net)
Program Length: 18 months
Deadline: March
Rotation during the Program: No
Salary: ~$39,927 - $49,909
Perform a variety of professional tasks in an 18-month internship opportunity. The selected individual will complete challenging assignments while learning the nature and scope of municipal government. Requires a Masters degree or achievement of Masters degree by June from an accredited college or university in public administration or closely related field. Send application to: Human Resources, 100 N. Garfield Ave., Pasadena, CA. 91109. For a complete application packet and job flyer, contact: HumanResources@cityofpasadena.net or call the City of Pasadena job hotline: 626-744-6925.

**Canada**

**Municipal Internship, Mississauga, Ontario, Canada**
Program Length: 12 Months
Rotation: Yes
Deadline: January
Salary: 50% salary subsidy (up to $20,000.00 per intern) to participating municipalities in support of their hiring and training of an intern for a 12-month period. Upon successful completion of this 12 month program, interns will be prepared to enter and positively contribute to the administration and management of local government, and ultimately rise to leadership positions within Ontario municipal corporations. Internship program provides 50 per cent funding to participating municipalities to subsidize intern salaries, plus additional funding support for ongoing training and other ancillary expenses for each intern.

**Florida**

**Florida City and County Management Association**
[www.fccma.org](http://www.fccma.org)
The Florida City and County Management Association will work with the following Florida communities to place management interns starting in 2005: Port St. Lucie, North Lauderdale, Clearwater, Hillsborough County, and Broward County. Check with FCCMA next year about this new program.

**Maryland**
Prince George's County
Public Management Intern (Public Policy Fellowship Program)
www.princegeorgescounty.md.gov or
http://www.co.pg.md.us/Government/AgencyIndex/Personnel/program.asp?nivel=foldmenu(3)
Program Length: One Year
Rotation during the Program: Yes
Salary: ~$42,000 plus benefits
The Performance Management Division within the Office of Human Resources Management (OHRM) is accepting applications for three (3) grade G-18 Public Management Intern positions in the Public Policy Fellows Program. This is a one (1) year competitive internship program targeted to individuals who are interested in career paths in local government. Participants will receive valuable on-the-job training for management responsibilities, while providing the County with fresh ideas and new perspectives on a variety of policy and management issues. Upon the successful completion of the internship and subject to the prior approval of the OHRM Director, an intern may be non-competitively appointed to fill an appropriate entry-level vacancy by an appointing authority in County government.

The Governor’s Policy Fellows Program (Suspected for 2010)
www.mhec.state.md.us/policyfellows/index.asp
Program Length: 2 years
Rotation during the program: Yes
Salary: ~$45,000 + Benefits
The Governor’s Policy Fellows Program offers an extraordinary opportunity to work closely with the state’s highest officials in assignments that require the application of education and training to the real-world challenges of state government. Typically, Fellows are assigned to the immediate office of a cabinet secretary or to a state agency’s research or analysis unit.

New York

New York State Public Management Institute (Suspected 2009-10)
Albany, New York
www.cs.state.ny.us/pmi
Program Length: 2 Years
Rotation during the program: Yes
Salary: ~$41,780
PMI is a full-time, paid traineeship for the first two years of a permanent full-time career. During the program, interns serve in a professional position within a state agency. In addition to on-the-job learning, interns experience specialized training, rotational assignments, and mentoring for professional guidance and advice. These program goals have been specially designed to provide interns with the tools for building a management career in New York State Government.

Pennsylvania

Pennsylvania Management Associate Program (Temporarily Suspended)
http://www.pma.state.pa.us/portal/server.pt/community/pma_program/1098
Program Length: One Year
Salary: ~$38,905
Since 1981, the Pennsylvania Management Associate Program has played a vital role in developing highly effective managers and innovative leaders throughout state government. The 12-month on-the-job management training program is designed for graduates of master's degree programs who are interested in a career in state government. Candidates who have earned a master's degree in any field of study are eligible. Applicants must be a Pennsylvania state resident, but can be attending school in another state.
City of Philadelphia, PA (Temporarily Suspended)
Destination Fellowship
Deadline: January
www.phila.gov/destinationfellowship
Program Length: 12 Months
Salary: $40,000
Destination Fellowship is a great opportunity for those interested in public service to gain experience working in the fifth largest municipal government in the U.S. The second cohort joins the City of Philadelphia government in July 2008.

Virginia

Loudoun County Management Internship Program
https://www.jobaps.com/ldn/sup/BulPreview.asp?R1=08&R2=S255&R3=138
www.loudoun.gov
Deadline: January
Program Length: 1 Year
Rotation during the program: Yes
Salary: ~$34,314
This internship program involves research and analytical work on an entry-level basis involving the application of research techniques to the study of County government systems, policies, and practices. Interns will be given definite work assignments involving meaningful participation in a wide variety of issues facing Loudoun County, the fastest growing county.

Washington D.C.

Capital City Fellows
www.dcop.dc.gov/dcop/cwp/view,a,1222,q,530470.asp
Program Length: Two Years
Rotation during the Program: Yes
Salary: Initially ~$50,000, promoted during second year
The Capital City Fellows Program (CCFP) is an initiative of Mayor Anthony Williams to attract recent graduates of master's degree programs in public administration, public policy, urban planning, and related fields to work for the city of Washington, DC. Candidates compete for two-year fellowship appointments during which they complete four six month rotations in different city agencies, including the Office of the City Administrator, Office of Personnel, Office of the Chief Financial Officer, Department of Human Services, Department of Motor Vehicles, Department of Transportation, and the Metropolitan Police Department. In addition to on-the-job training in their host agencies, Fellows are given unique opportunities to meet with high-level city officials and participate in educational and professional development seminars. The program prepares Fellows to meet the challenges of local government public service and develops management talent for the city. Fellows begin their service in July of each year and are selected through a competitive application process.