

MAJOR FUNCTIONS

The fellowship is a full-time, paid professional developmental opportunity typically lasting one to two years. It is designed to provide practical professional experience in municipal government. A fellow performs assignments intended to apply technical competencies within a specialized professional role. Work assignments are designed to provide exposure to the operations, programs, and services of the City and may include participation in projects, research activities, and program support functions within assigned departments or divisions.

Work is performed under the supervision of experienced professional staff who provide guidance, mentorship, and feedback. Performance is evaluated through observation, work products, and the achievement of targeted professional development goals.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Fellows develop professional skills through hands-on work, guided mentorship, and exposure to public sector operations, preparing them to become capable candidates for higher level roles. Employees in positions allocated to this class are assigned to substantive roles in which they contribute to projects and initiatives that support departmental objectives and may have measurable community impact. Work involves moderately complex professional assignments within specialized fields, allowing recent graduates to work alongside experienced professionals across the City and gain insight into the functions, operations, and services of City departments. Supports the development of project schedules including tasks, subtasks, timelines, required input, stakeholders, roles, and responsibilities. Conducts comparative research for best practice identification and innovative service delivery models for integration into City practices.

Other Important Duties

Participates in professional development activities and training opportunities related to the fellowship program. Assists with special studies, projects, and/or cross-departmental projects designed to improve City services and operations. May attend City Commission meetings and various meetings/conferences with City department directors, staff and the public. Performs related work as required. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices associated with the academic discipline or professional field related to the fellowship assignment. Knowledge of basic research methods, data analysis techniques, and report preparation. Ability to analyze information and present findings in a clear and concise manner. Ability to communicate effectively, both orally and in writing. Ability to establish and maintain effective working relationships with supervisors, coworkers, and representatives of other departments. Ability to organize work assignments and meet established deadlines. Skill in the use of personal computers and software applications necessary for successful job performance.

Minimum Training and Experience

At the time of appointment, must possess a bachelor's degree from an accredited college or university in a field related to the fellowship assignment. Applicants who have completed their bachelor's degree must have obtained the required degree within two years prior to application. Applicants who have completed their master's degree must have obtained the degree within one year prior to application.

Necessary Specialist Requirements

At the time of application, applicant must be authorized to work in the United States.

At the discretion of the department director a valid Class E State driver's license may be required at the time of appointment

Additional Information

Consideration may be given to applicants who have previously completed an internship with the City in a related field, based on the needs of the program and the relevance of the prior experience.

Applicants participating in a professional association Fellowship in partnership with the City of Tallahassee must meet both, the professional association's Minimum Training and Experience requirements, as well as the City of Tallahassee Minimum Training and Experience requirements outlined in this job specification.

Established: 03-31-26

Revised: 06-03-26