

TO: Members of the Missouri City/County Management Association
FROM: Jay T. Bell Management Award Committee
SUBJECT: Outstanding Assistants Award 2009
DATE: December 17, 2008

Nominations are being accepted for consideration of the MCMA Outstanding Assistants Award for 2009. Please review the eligibility and selection criteria for selection of the award listed below.

GENERAL INFORMATION

Two levels of criteria must be met by each nominee for the Outstanding Assistants Award. Eligibility Criteria must be met in order to be considered eligible for the award. The items included by the Selection Criteria must be demonstrated by the nominator regarding the nominee. The Selection Committee will evaluate each nominee based on the individual's overall performance and not on any one particular area or on any one particular project.

Nominations should be sent to Richard Sheets at the Missouri City/County Management Association, 1727 Southridge Drive, Jefferson City, MO 65109, or FAX (573)635-9009, by **February 20, 2009**. The award will be presented during the MCMA Spring Conference at the Lodge of Four Seasons, Lake of the Ozarks (April 22- 24).

I. Award Criteria

A. Eligibility Criteria

1. Nominee must meet the criteria of the statement of duties and responsibilities as outlined below:

Nominee must hold an administrative position that is responsible for assisting the Chief Administrative Officer in carrying out various administrative duties and other responsibilities as directed by the City Administrator/Manager/Administrative Officer. Those duties may be, but are not limited to: personnel administration, staff support to various boards and committees of the city, budgetary preparation and research as required, and coordination of various projects among department heads.
2. Nominee must be a member in good standing of the Missouri City/County Management Association.
3. Nominee must have served in the capacity of an Assistant as defined in #1 above for a minimum of two years. (Not required to be in his/her current position for two years to be eligible.)

B. Selection Criteria

The following criteria are to be considered by the Selection Committee in making a selection from the individuals nominated. It is the responsibility of the individual making the nomination to provide to the Selection Committee all relevant information about the nominee's qualifications and demonstrated accomplishment in each of the following categories below:

1. Nominee exhibits leadership traits in his/her organization and/or the community.
2. Nominee accepts increasing responsibility and exhibits personal and professional growth through the implementation, management and coordination of policies, programs and projects.
3. Nominee is active in professional/governmental organizations, committees, task forces, focus groups, etc. bringing credit to him/herself, his/her city and the profession through these activities.
4. Nominee initiates activities designed to enhance or improve his/her organization's performance and service delivery capabilities.
5. Nominee exhibits a commitment to professional development through educational achievement and/or academic attainment.
6. Nominee is recognized by the Nominator and by the Selection Committee as an individual who personally exhibits and promotes through his/her conduct and activities professional ethical values and actions.