



Nomination Package

Application Deadline:
Friday, March 15, 2024

Program Dates:
April 2024 - June 2024

The New York City Management Academy 2024



About the New York City Management Academy

“Moving People, Moving Processes, Moving Mountains!”

The Academy Mission

The New York City Management Academy is a unique and distinctive program designed for emerging leaders who have assumed or will assume positions of greater responsibility in their agencies. The goal of the academy is to provide its participants who have demonstrated exceptional technical competence in their chosen areas of expertise with a fundamental grounding in state-of-the-art managerial processes and systems.

Program Overview

The Management Academy focuses on critical management themes organized into three coordinated design components:

Moving People: Developing, entrusting, and utilizing staff.

Moving Processes: Analyzing, designing, and evaluating programs.

Moving Mountains: Understanding municipal systems and our political environment.

Through a series of workshops presented by expert consultants and senior managers from the public, private, and non-profit sectors, the academy will stimulate participants' analytical and creative thought to better equip them for meeting the daily challenges they face in increasing productivity and delivering service excellence.

Nominee Qualifications

Nominees to the Management Academy should be City employees who:

1. Are already at the managerial level or are high-level professional employees responsible for the design and/or implementation of City programs or procedures;
2. Have demonstrated superb technical competence in their areas of expertise; and
3. Have demonstrated a strong commitment to public service and aspire to positions of greater responsibility in city government.

Nominal Fee

Agencies will be assessed a nominal fee of **\$3,500** for each nominee selected to participate in the Management Academy.

Curriculum Description

The Management Academy meets once per week, usually from 9 a.m. – 12:30 p.m. when sessions are conducted online and 9 a.m. – 5 p.m. when sessions are conducted in-person. All workshops will be facilitated by a combination of senior City managerial practitioners, management consultants, and managers from the private and non-profit sectors.

Program Component	Related Topic Areas Explored in the Program
Moving People	<ul style="list-style-type: none">• Leadership Paradigms• Building and Managing Relationships• Communicating Skillfully• Values-Based Management• Emotional Intelligence
Moving Processes	<ul style="list-style-type: none">• Tools for Customer-Focused Process Improvement• Measuring, Assessing, and Reporting Results• Leading and Managing Change
Moving Mountains	<ul style="list-style-type: none">• Understanding Power and Influence Strategies• Understanding and Using City Systems and Processes<ul style="list-style-type: none">▪ Civil Service▪ Progressive Discipline▪ Procurement Vehicles▪ The Budget Schedule▪ Best Practice Site Visits

Instructional Design

The academy will be conducted using a blended or hybrid learning approach that combines online education and in-person programs. All in-person sessions will be held at the Citywide Training Center (CTC), 1 Centre Street, 24th Floor, New York, New York, 10007.

The New York City Management Academy

Part 1: Nominee Profile Information

Today's Date:

Nominee Background:

Last Name:

First Name:

Work ID/Employee Reference #:

Current Office Title:

Civil Service Title:

Agency:

Agency Address (Street, No., Fl., Rm):

City, State, Zip:

Agency Telephone:

Agency Email:

Nominee Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **10** sessions during the Spring. I also understand that participation in the academy will require my involvement in outside assignments and agency-based application projects. If selected to participate, I will meet all participation requirements to the best of my ability.

Nominee's
Signature:

Date:

***Optional Demographic Information**

(Your responses are greatly appreciated.)

Demographic Categories:

Race/Ethnicity:

White

Asian

American Indian or Alaska Native

Black or African American

Native Hawaiian or Other Pacific Islander

Two or more races

I choose not to disclose

Are you Hispanic or Latino?:

Yes

No

I choose not to disclose

Gender:

Female

Male

Unknown/I choose not to disclose

**The above demographic information is completely voluntary and is collected for reporting purposes only.*

The New York City Management Academy

Part 2: Manager/Supervisor Information

Manager/Supervisor:

Last Name:

First Name:

Title:

Agency:

Agency Telephone:

Agency Email:

Manager/Supervisor Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **10** sessions during the Spring for this employee. If selected, the nominee has my full support and will be released to fully participate in the program. Finally, I am aware that my agency will be assessed **\$3,500** for each employee selected to participate in the Academy.

Manager/
Supervisor's
Signature:

Date:

Commissioner/Agency Head Recommendation

(To be completed **only** by the commissioner/agency head)

Please check **one** of the responses below that best describes how much you recommend this applicant to participate in the upcoming Leadership Institute compared to other program nominees from your agency. (Please do not leave blank.):

Recommend

Highly Recommend

Very Highly Recommend

Commissioner Statement of Understanding

I understand that participation in the Management Academy will require a time commitment of one day per week for approximately **10** sessions during the Spring. If he or she is selected, this nominee has my full support and will be released to fully participate in the program. Finally, I am aware that my agency will be assessed **\$3,500** for each employee from my agency who is selected to participate in the Institute.

Commissioner/Agency Head's Name (Print):

Commissioner/Agency Head's Signature:

Date:

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Part 4: Essays *(To be completed by the nominee)*

Instructions:

Please respond to the following three statements/questions. Limit responses to each essay question to 350 words or less. Lastly, attach an updated copy of your resume to your application and list any managerial development/leadership development training you have completed before or during your City employment.

1. Given the opportunities and challenges the city faces today, explain what you believe are the ***most important*** skills and abilities a manager must possess or develop to succeed in city government?

2. Considering your response to the question above, please describe what you consider your ***greatest*** managerial asset to be? Then, explain what you believe are your areas for further professional growth and development.

3. What are your short and long-term career and professional objectives in city government? What roadblocks do you feel you must overcome to attain your goals?

Application Package Checklist:

Please check () that you have gathered all the required items before to submitting the application for consideration:

Part 1: Nominee Information

Part 2: Signed Manager/Supervisor Information and Statement of Understanding

Part 3: Signed Commissioner/Agency Head Endorsement

Part 4: Essays

Part 5: Resume

Please remember, only completed applications that include commissioner/agency head approval/authorization will be considered.

Submission Details:

Completed applications are due on Friday, March 15, 2024, and may be submitted to:

Postal Service

Citywide Organizational & Executive Development Programs
NYC Management Academy
Department of Citywide Administrative Services
1 Centre Street, Room 2445
New York, NY, 10007

Or

E-mail

Send **one** e-mail with all application materials attached in PDF format;
Subject: Management Academy 2024
to executivedevelopment@dcas.nyc.gov.

NYC DCAS
Citywide Administrative Services

