

Career Guides

ICMA's **Career Stage Guide** (icma.org/careerstages) offers local government professionals a leadership and professional development roadmap of valuable educational opportunities. Below, find a description and links to ICMA's career guides.

- **Acting Manager's Handbook** (icma.org/actingmgr) is a guidebook to help the acting manager make the most of a sometimes-unexpected opportunity. (Member Resource)
- **Breaking into Local Government** (icma.org/breakingintolg) will help career-changers enter the local government sector. Cases include private sector, military, and other government sectors.
- **Career Compass** (icma.org/careercompass) is a monthly column from ICMA focused on career issues for local government professional staff, and appears the ICMA Newsletter and online.
- **Careers in Local Government Management** (icma.org/careersinlg) is an introduction to local government as a career, what city/town/county management is, what managers do, and tips on what education, skills, and job opportunities exist in the profession.
- **First Time Administrator's Handbook** (icma.org/newmanager) covers items that should be considered before an interview, during an interview, before accepting a position, and before starting a new position. (Member Resource)
- **Job Hunting Handbook** (icma.org/jobhandbook) is a resource from mapping out your job search to negotiating compensation. (Member Resource)
- **Making It Work: The Essentials of Council-Manager Relations** (icma.org/councilrelations) provides the competencies needed to build a relationship that is based on mutual respect, understanding of roles, and open communication.
- **Management Internships: A Guidebook for Local Governments** (icma.org/internships) will help local government managers and MPA programs work together to create meaningful internship experiences.
- **Manager Evaluations Handbook** (icma.org/evaluation) is a template for new or tenured manager to assist elected officials in designing an effective evaluation tool. (Member Resource)
- **Model Employment Agreement** (icma.org/employmentagreement) is a template for administrators of municipal governments for use in crafting the terms of hiring and employment. (Member Resource)
- **Preparing for an Interview** (icma.org/interviewguide) offers helpful hints once you've passed the resume screening and have been called in for a discussion.
- **Preparing the Next Generation Case Studies** (icma.org/nextgencases) highlights programs being used by local governments who believe it is their responsibility to mentor young and mid-career professionals. (Member Resource)
- **Recruitment Guidelines for Selecting a Local Government Administrator** (icma.org/recruitmentguidelines) presents guidelines to help local governments and executive search firms conduct a successful recruitment to select a local government administrator/chief administrative officer.

Explore more career resources at <https://icma.org/career-resources-overview>