



308 West Jones Street | Raleigh, NC 27603  
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**TO: NCCCMA Membership**

**FROM: Anthony Starr, Chair - Membership Support Committee**

**DATE: October 26, 2018**

**RE: Assistant Manager Recognition Program**

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In 2001, the Executive Committee of the North Carolina City and County Management Association authorized the annual recognition of one or more Outstanding Assistant Managers from our member jurisdictions. In 2017, it was decided to move the recognition of the Assistant Manager of the Year to the Winter Seminar during the President's Lunch, beginning with the 2018 Winter Seminar, as it is a more appropriate occasion to do so as more members attend the winter seminars. As such, the Assistant Manager of the Year Award will be awarded at the 2019 Winter Seminar during the President's Lunch on February 7, 2019.

Assistant Managers play important roles in the operation of local governments, including carrying out, in some instances, the duties of the Manager. Many of the members of the NCCCMA are current or former assistants or have assistants under their direction.

Through this notice, NCCCMA members are encouraged to submit deserving assistants for consideration. Nominees can be long time assistants or outstanding newcomers to the profession.

A panel will review the nominations and select the recipient. The award will be announced and presented during the President's Lunch during the NCCCMA Winter Seminar on Thursday, February 1, 2018. If you wish to nominate an assistant manager for consideration for this award, please complete the nomination form and return by **November 30, 2018 via email to Rob Shepherd, NCCCMA Secretariat: [rshepherd@nclm.org](mailto:rshepherd@nclm.org)**.



## Assistant Manager Recognition - 2019 Nominee Background Data

Person Nominated \_\_\_\_\_

Nominee's Title \_\_\_\_\_

Nominee's Employer \_\_\_\_\_

Employer Address \_\_\_\_\_

Employment History

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Education/Professional Training Background

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Narrative: Provide a short description of the nominee's qualifications for the Award. Include personal and professional growth and contributions to your governmental unit. (Attach additional pages as needed)

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