



**Arizona City/County Management Association  
2018 Catherine F. Connolly  
Professional Excellence Award  
Nomination Form**

**GENERAL INFORMATION**

This award was specifically designed to recognize members who contribute to the profession, their organization, and the Arizona City/County Management Association (ACMA), at an Assistant rather than at the CEO level. This award is conveyed annually to the successful recipient at ACMA's annual Winter Conference.

Each nominee for the Catherine F. Connolly Outstanding Assistant City/County Manager Award must meet two levels of criteria. 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 nominator must be an active member of the Arizona City/County Management Association. The Selection Committee will evaluate each nominee based on the individual's overall performance and not on any one particular area or on anyone particular project.

We urge you to give serious thought to your nomination, thank you for your participation.

Please send your nomination by mail or e-mail to:

ACMA  
c/o Emily Webb, Member Services Assistant  
1820 W. Washington Street, Phoenix, AZ 85007  
[ewebb@azleague.org](mailto:ewebb@azleague.org)

***NOMINATIONS MUST BE RECEIVED BY NOVEMBER 27, 2018.***

Nomination submitted by:

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**Name / Title / Organization**

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**Telephone / E-Mail Address**



## Nomination Form for the 2018 Catherine F. Connolly Outstanding Assistant City/County Manager Award

I hereby nominate \_\_\_\_\_ of \_\_\_\_\_ for the 2018 Outstanding Assistant Award based on the following reasons.

A nominee for this award shall meet a substantial number of the following criteria (or in some other way show exemplary performance or a significant contribution to the local government profession). ***Please state how the nominee meets each of the criteria below. Cite examples whenever possible. Use additional pages if necessary. Supporting documentation, such as letters of support, will be accepted.***

1. Nominee must meet the criteria of the statement of duties and responsibilities as outlined below:  
Nominee must hold a senior administrative position that is responsible for assistant 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: departmental supervision, personnel administration, staff support to various boards and committees by the city, budgetary preparation and research as required, and coordination of various projects among department heads.
2. Nominee must be an active member in good standing of the Arizona City/County Management Association.
3. Nominee must have served in the capacity of an Assistant as defined in #1 above for a minimum of 5 (five) years with a minimum of two years in his/her current position to be eligible.

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.

Signed,

\_\_\_\_\_

Name

\_\_\_\_\_

Title