

## Department Head of the Year Award

The Department Head of the Year award recognizes a local government management professional who has made significant contributions toward excellence in leadership while serving as a department head at his or her employer.

### Eligibility Criteria

To be considered for eligibility, candidates must be:

- An ACCMA member
- Endorsed by the chief administrator or manager of the nominee's employer
- A full-time department head reporting to a local government manager or administrator
- Responsible for the following areas at an executive level:
  - **Staff management:** Supervises staff development and performance; manages program having direct influential relationship with the CAO on program implementation and administration
  - **Financial management:** Preparation and administration of operating budgets, determining program cost effectiveness, and comparing alternative strategies
  - **Policy facilitation and implementation:** Developing and analyzing policy alternatives and implementing policies
  - **Service delivery:** Ensuring effective organizational performance, having responsibility for at least one year (not including internships in conjunction with an academic program)

### Nomination Process

Any ACCMA member can make a nomination by submitting the attached Nomination Form. **All entries must be received by December 10 for work performed through November 30 of that same calendar year.** Awards will be presented at ACCMA's Winter conference.

### Submission Review Process

All entries will be reviewed, and a selection will be made by the ACCMA Awards Committee, which is appointed annually by the Board of Directors in June. Submissions will be judged by the extent to which the individual exhibits excellence in leadership by adhering to the following criteria:

- Sets a high standard of integrity by leading through example; motivates and inspires people around them
- Encourages an environment in which others feel free to bring new ideas and ways of looking at a problems
- Encourages meaningful and dynamic relationships with peers, employees and vendor partners
- Promotes the professional development of those whom s/he supervises
- Maintains a positive approach to giving and receiving feedback
- Demonstrates a high level of self-awareness and accountability for him/herself and those in his/her department
- Has brought ideas (either his/hers or those of department members) that have been implemented that have shown cost savings, improved quality and/or increased efficiency to the work of the organization – either in his/her department, across multiple departments and/or among multiple agencies.



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## Department Head of the Year Award

Nomination form is also available online at <https://accma-al.org/department-head-award>.

Date of Submission \_\_\_\_\_

### Nominated By

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

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### Nominee Information

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of years Nominee has been in current position: \_\_\_\_\_

Is the Nominee an ACCMA member?  Yes  No

Name of Chief Administrator/Manager: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Is the written endorsement of Chief Administrator/Manager submitted with this form?  Yes  No

### Nomination Impact & Achievements

Provide answers to the following on the attached pages. Limit responses to a maximum of 500 words.

1. Provide an overview of the Nominee's professional experience and explain how they meet the qualifications for this award. Nominators are encouraged to address all areas outlined in the "Eligibility Criteria" (see page 1).
2. Provide a summary of the accomplishments or merits that warrant consideration of the Nominee for this award. Nominators are encouraged to address the areas outlined in the "Submission Review Process" (see page 1).
3. Any additional reasons/information to support this nomination.

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3. Any additional reasons/information to support this nomination.