



## **Management Analyst Fellow 2019-2020 Work Plan**

**Salary: \$19/hour, \$39,520 annually**

### THE COMMUNITY

River Falls, Wisconsin was founded in 1848 and was incorporated as a City in April 1885. Today, the City of River Falls is home to over 15,000 residents.

While River Falls is known for its scenic beauty, outdoor activities, arts/cultural events, and hometown charm, it is also home to the University of Wisconsin-River Falls (UWRF), Chippewa Valley Technical College (CVTC), and multiple corporate parks housing numerous home-grown, regional, national --and international -- businesses.

UWRF has been a staple of the River Falls community since 1874. The main campus is situated on 226 acres in the heart of River Falls and includes 26 buildings and two lab farms. Enrollment is approximately 6,500 students.

The City is nationally known for its Kinnickinnic River, a Class 1 trout stream that flows through downtown. River Falls currently holds designations as a Bird City, a Tree City USA, a bronze-level biking community, a Monarch City USA community, Playful City USA and more.

### THE ORGANIZATION

The Mayor and City Council are the governing body for the City of River Falls. There are seven alderpersons who are elected for two-year terms to the council: one member from each of the four aldermanic districts, three at large, and one mayor. The Common Council Bylaws regulate the business of the City Council by clarifying and summarizing City ordinances and policies or guiding the City Council in municipal matters. Except as otherwise provided by law, the City Council oversees the management and control of city property, finances, highways, streets, utilities, and the public services.

The City is supported by approximately 143 full-time equivalent (FTE) employees that encompass traditional municipal services of Administration, Operations, Public Safety, Utilities, Community Development and the Public Library. The City Administrator serves as the Chief Appointed Official (CAO) of the City. This position has similar responsibilities to a corporate CEO. The City Administrator serves at the pleasure of the Mayor and City Council.

## THE FELLOWSHIP EXPERIENCE

Under the general direction of the City Administrator and the Assistant City Administrator, the Management Analyst Fellow provides administrative and staff support to the programs pertaining to all areas of municipal management with responsibilities in budget preparation and analysis, customer service, performance measurement, and organizational change. Management Analyst Fellows perform a variety of entry-level, professional administrative work, research, and analysis in support of the City's established goals and objectives. Work performed by the fellows is highly visible and has a direct impact of the organization. Each fellow is strongly encouraged to apply and successfully obtain at least one grant to benefit the City, and also to find one ordinance that can be eliminated due to obsolescence. Additionally, the Management Analyst Fellows are encouraged to attend national and regional professional development conferences and trainings.

## POTENTIAL PROJECTS FOR 2019-2020

### **Administration**

- Supplemental budget – review of 2019 budget and prepare council info for 2020 levy approval in November 2019
- 2020 Census work (includes creating application for census workers and field work associated with the census)
- Assist with fall 2019 leadership retreat
- Assist with creating semi-annual reports to the City Council on the status of the strategic plan
- RFP for assessing for 2020+ (assist with City Clerk)
- Election support
- Implement training software system
- Assist with updates to new Microsoft SharePoint site for departments
- Assist with City's marketing strategy with Communications Manager

### **Operations**

- Assistance with the implementation of the wayfinding sign project
- Departmental analysis work on subunits within Operations (Snow Maintenance, Forestry, Street Maintenance, Fleet, etc.)
- Procurement of equipment (Council memos, bidding, spec writing and review, etc.)
- Asset management data entry and analysis for facilities maintenance
- Chemical inventory for the Safety Coordinator

### **Public Safety**

- Fire Department record management procedures and reporting
- EMS service analysis (staffing levels, response times, unit hour utilization, etc.)
- Police Department Emergency Detention Study
- New Police and Fire Station project assistance

### **Community Development**

- Assist with creating an Economic Development plan
- Telecommunications ordinance research and analysis
- Vegetative management policy revisions
- Creation of tax increment districts, if needed

### **Utilities**

- Implementation of street light utility (written communication with residents, social media, analysis, comparison of actual vs projected)
- Assist with AMI implementation (scheduling appointments, communications to residents, tracking project timeline goals)
- Assist with utility rate studies
- Electric vehicle policy and procedures