



Management Analyst Fellow 2020-2021 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

- Budget – assist in the development of the 2021-2022 budget and prepare council info for 2021 levy approval in November 2020
- Assist with 2020 leadership retreats
- Assist with creating semi-annual reports to the City Council on the status of the strategic plan
- Election support
- Implement training software system
- Assist with City's marketing strategy with Communications Manager

Public Services

- 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.)
- Assist in work order migration with City garage.
- Develop key performance indicators and assist with implementation of performance measure(s) benchmarking.
- Update City and Schools recreation memorandum-of-agreement and develop applicable policies and workflows in partnership with recreation coordinator.
- Assist with development of recreation affiliation agreements between athletic associations and city recreation.

Public Safety

- Work with Chiefs to evaluate diversified hiring strategies.
- Assist with the research and evaluation of strategies to improve mental health amongst the City's public safety servants.

Community Development

- CDBG grant for Downtown Plan
- Assist with public outreach for the Outdoor Recreation Plan
- Assist with the Downtown Plan
- Foster Cemetery Study and Recommendations

Utilities

- Overhead to underground electric conversion assessment and analysis
- Assist with AMI implementation (scheduling appointments, communications to residents, tracking project timeline goals)
- Electric vehicle policy and procedures