



ABOUT DAVENPORT

Davenport, with a population of just under 100,000, is the regional beacon and hub of the metropolitan Quad-Cities, population 400,000, and the third largest city in Iowa. It is a place proud of its unique heritage at the crossroads of America. Geographically defined by the unusual path of the Mississippi River - the only place where the Mississippi runs from east to west- citizens like to say that the sun always shines on their city. Today, its rays are brighter than ever.

Davenport is experiencing a high level of revitalization with downtown Davenport as the fastest growing zip code in the Quad Cities. It offers some of the nation's best schools; unique, friendly neighborhoods; highest quality public services and a distinguished reputation for entertainment, the arts and especially river music! Davenport, where the Mississippi celebrates, is a great place to live, work, raise a family, and visit. For additional information about Davenport, visit us at www.cityofdavenportiowa.com.

THE GOVERNMENT

The City of Davenport operates under the Council-City Administrator form of government led by the Mayor and 10 Aldermen. The Mayor, 8 Ward representatives and 2 at-large members serve two-year terms. The council-city administrator form of local government combines the strong political leadership of elected officials in the form of a council with the strong managerial experience of an appointed local government administrator. The City employs approximately 980 FTEs and a FY 2013 total budget of \$203 million. The City Administrator is responsible for managing the day-to-day operations of the City. There are 12 departments in the organization structure: City Administration, Community Planning and Economic Development, Finance, Fire, Legal, Police, Human Resources, Civil Rights, Library, Public Works, Information Technology, and Parks & Recreation.

LOCAL GOVERNMENT MANAGEMENT FELLOW'S PROGRAM EXPERIENCE

The City of Davenport was an early supporter of the LGMF Program and signed on as a host site in the program's second year. In 2006, Tanisha Briley was recruited as Davenport's first LGMF Fellow. Tanisha now currently serves as Davenport's Assistant City Administrator after taking on several roles in the organization, including, Management Analyst, Budget Manager, and Assistant to the City Administrator.

THE FELLOW'S POSITION

The City of Davenport Fellow will report to the Finance Director and work with the City Administrator's senior staff and the Executive Leadership team to gain an understanding of municipal finance, local government management, organizational development, and operational decision-making in the context of a mid-sized city. The Finance Director is responsible for managing the City's financial resources and the day-to-day operations of the

Finance Department. There are five divisions in Finance: Administration (includes budgeting), Accounting, Revenue, Purchasing, and Risk.

The goals for the Fellow will be to:

1. Apply the principles of public administration in a fast-paced executive management setting.
2. Become comfortable with municipal finance principles, budgeting, forecasting, and reporting.
3. Become comfortable with the underlying public service ethics and values evidenced in good local government management to include a high degree of respect for elected officials, community building, and ethical leadership.
4. Become familiar with the overall organization, policies and procedures of the City of Davenport.
5. Recommend and manage process improvements to improve organizational efficiency and effectiveness.
6. Engage in regular interactions with the Finance Director, senior staff, and elected officials to provide a wide range of experience in collaborative decision-making, representative democracy and constituent relations and operational and change management.
7. Produce work products that put into practice graduate-level knowledge in policy research, design, implementation and evaluation; organizational development and management; public personnel policies; public budgeting and finance; customer relations management and strategic planning.

THE FELLOW'S EXPERIENCE

To achieve the above goals, the Fellow will:

- Have direct responsibility for coordinating the development and implementation of the annual budget process.
- Analyze budget needs and requests throughout a full-service municipal organization.
- Work closely with the Finance Director and other members of the Executive Leadership Team in support of the Mayor and City Council goals;
- Perform research and information-gathering duties on a wide range of financial issues of concern to the Finance Director affecting financial management;
- Perform special projects for the City Administrator and Finance Director;
- Provide staff support for the City Council and Mayor as requested by the Finance Director, including research, official reports and related documents;

DAVENPORT'S COMMITMENT TO MENTORSHIP

The Fellow will receive guidance and mentorship from key members of the City's leadership team. The City Administrator, a 20-year professional, joined the City of Davenport in August of 2001 and is currently the longest serving City Administrator in the city's history. The City Administrator is an active member of ICMA and a fervent supporter of the development of the next generation of the managers.

The Assistant City Administrator, a 12 year public servant and 2006 LGMF Fellow, will serve as a mentor to the Fellow. The Assistant City Administrator is also an active member of ICMA and is committed to ensuring a valuable fellowship experience for the City's next Fellow.

The Finance Director, a 9-year professional, joined the City of Davenport in August of 2010 and was recently promoted from the Budget Manager position. The Finance Director is an active member of GFOA and is committed to innovative approaches to financial management and budgeting. The Fellow will report directly to the Finance Director and work very closely with the department's division managers. The Finance Director is dedicated to providing a valuable and mutually beneficial experience for the City's Fellow.

LOCAL GOVERNMENT INVOLVEMENT

Interaction/Access/Shadowing: The Fellow will be provided with office space in the Finance Administration Office to encourage regular interaction with the Finance Director and his staff. The Fellow will report to the Finance Director, who is an MPA graduate. The Fellow also will regularly shadow the Finance Director and other members of the Executive Leadership team to provide a comprehensive perspective of local government management.

Project/Program Development and Implementation: The City of Davenport is committed to providing a valuable fellowship experience. As a mid-sized City with often more human resource need than capacity, the opportunity for Davenport's Fellow to be given high level responsibility for projects with significant impact for the community is certain. Every effort to assign the Fellow projects in the areas of his/her interest will be made along with assignments that may arise out of general need. With several initiatives currently in the development phase, it is a unique opportunity for a recent MPA graduate to shape public programs and policies.

Professional Development: The Fellow will be provided membership in the International City-County Management Association and Government Finance Officers Association as well as expenses related to attending the ICMA annual conference. Attendance at additional GFOA trainings and other professional development opportunities will also be provided based on assessment of need and availability of funding.