



City of Napa

2020 Management Fellow Work Plan

ABOUT THE CITY

Just 50 miles northeast of San Francisco, the City of Napa (pop. 80,416) is renowned as the seat of California's premier winemaking region and culinary destination, where rolling hills, vineyards, near-perfect weather, and beautiful open space provide the backdrop for a dynamic city. Napa is a vibrant, modern and safe city with respect for its colorful past and a deep appreciation of arts and the environment. The mild Mediterranean climate makes it easy to take advantage of the City's 48 parks and miles of biking, hiking, and walking paths all year long.

The City of Napa works to build a sense of community and connection through dozens of events and festivals. The City offers an incredible combination of suburban amenities, rural beauty and the urban benefits of being only one hour from San Francisco and the Pacific Ocean.

To learn more about this incredibly attractive and growing community, visit <http://cityofnapa.org>

ABOUT THE ORGANIZATION

The City of Napa incorporated in 1872; in 1914 it became a Charter City with a Council-Manager form of government. The City Council consists of a Mayor and four Council Members, elected to four year terms. Elections are held in November of even-numbered years. The City Council appoints the City Manager, City Clerk, and City Attorney. In addition to the appointed offices, the organization is comprised of the following departments: Community Development, Finance, Fire, Human Resources, Parks and Recreation Services, Police, Public Works and Utilities. The City has over 500 Full Time Employees working to serve our community.

ABOUT THE MANAGEMENT FELLOWSHIP

The City of Napa Fellow will become an integral part of the organization from the onset. With a City Manager's Office comprising of only six members, the fellow will have immediate and unfettered access and exposure to the day-to-day operations of managing a City.

The Fellow will be supervised by the Deputy City Manager, who herself was a Management Intern and understands what makes a fellowship worthwhile and successful, and will attend all staff meetings with the City Manager and Assistant City Manager. The City will support the Fellow's professional and educational development, helping to prepare them for a long and fulfilling career in public service.

In addition to supporting the day-to-day work of the City Manager's Office, the Fellow will be a part of four exciting and important strategic initiatives that will expose him/her to every area of the organization:



1. Implementation of a new Enterprise Resource Planning (Financial/Human Resource) System.

The Fellow will be participating with over 60 staff from every department redesigning the City's financial and human resources processes. The team is committed to better utilizing technology to improve efficiencies and better serve our customers.

2. City Charter and Ordinance Updates.

The Fellow will play a primary role in helping the City to resolve inconsistencies within codes/policies and helping to update the City's Charter to better reflect our current systems. Helping to prepare for a possible city-wide ballot measure, the Fellow will be engaged with stakeholder groups including labor unions, Civil Service commissioners, and community members.

3. Development of a Centralized Risk Management Function.

The City Manager is committed to creating a comprehensive Risk Management Division which will work to identify risks within City programs and services and to establish consistent City-wide policies and procedures. The Fellow will assist the Deputy City Manager tasked with creating this program, drawing from best practice examples and fundamentals of risk management.

4. E3 and Communications.

Since mid-2019, the City Manager has focused on a culture change initiative called *E3 – Energized, Empowered, and Engaged* - helping employees to reconnect to their passion and purpose and creating new standards and norms in staff to staff relationships. The Fellow will help support this program as well as the City's Community Relations Manager in furthering internal/external communications on City efforts which includes outreach via social media, e-newsletters, local media and the City website and intranet.

Upon mutual agreement, the Fellowship may be extended for a one-year period.

ABOUT THE COMPENSATION

The City of Napa is pleased to offer a competitive salary/benefit package to the Management Fellow, which will include the following:

- Annual Salary of \$52,000 (increase to \$56,000 for second year of fellowship)
- Benefit Package –
 - Cal PERS Retirement Participation
 - Health/Dental Insurance Coverage
 - 457 Deferred Compensation Contribution of \$1,200 annually
- Vacation accrued at 104 hours/year; Sick Leave accrued at 96 hours/year
- 14 holidays annually