



## Job Announcement: **MANAGEMENT FELLOW**

Approximate Monthly Salary: \$3,978  
Applications Due by April 7, 2017

### **The Position:**

The Management Fellow will have the unique opportunity to experience working in fast moving, progressive local government in the rapidly expanding San Francisco Bay Area. The 12-month customizable fellowship may include a variety of projects spanning multiple departments with an emphasis on Development Services. Fellows also receive mentoring from Department Directors, Managers, and City Management team as well as have the opportunity to participate in professional development conferences and conventions.

Fellows for this assignment would provide support and have greater participation within the Development Service Department that would include but not be limited to projects such as:

- General Plan Implementation (Comprehensive Zoning Update, Comprehensive Subdivision Update, Specific/Corridor Plans, Industrial Regulations, Complete Guidelines Update, Complete Communities and Historical Preservation).
- A Mural Art Master Plan.
- Space Reconfiguration for 75 employees including: RFP, Consultant Oversight, Budget, Empathy work, Efficiency Evaluation and more.
- Solar Systems for Multi-Residential Rental Properties (Ordinance and/or Program including funding options and community outreach.
- Vacant Property Ordinance f/ Development through Implementation

Management Fellows will be eligible for an excellent benefits package including health care, vacation and sick pay, and full participation in the California Public Employees Retirement System (CalPers).

### **The City:**

With over 149,000 residents, Hayward is the sixth largest city in the San Francisco Bay Area. It is centrally located 14 miles south of Oakland, 25 miles southeast of San Francisco, and 26 miles north of San Jose. This location makes the city a transportation hub with an extensive network of freeways, bus lines, two BART stations, an Amtrak station, and the Hayward Executive Airport. According to the 2010 census, Hayward is the second most ethnically diverse community in California, which is apparent in its rich cultural events and diverse local businesses. The family oriented community is home to Cal State East Bay, a unique historic downtown, and some of the best weather in the bay area. The City of Hayward is governed by a seven-member City Council and employs 800 full-time personnel. The organization is led by an energetic, service-oriented Executive Team.



## The Requirements:

The ideal candidate will have completed all course work for a Master's of Public Administration, Public Policy, Business Administration or other related field by July 2015. Previous experience in local government is highly preferred.

The application will require the following information:

Cover Letter

Current Resume

Three (3) letters of recommendation: two (2) from professors/program directors, and one professional recommendation; sealed and signed across the envelope seal by the recommendation writer

Official Undergraduate and Graduate Academic Transcripts

Send all application materials in ONE (1) packet to the City of Hayward postmarked by April 7, 2017.

The application should be mailed to:

*City of Hayward  
Management Fellowship  
Attn: John Stefanski, City Manager's Office  
777 B Street  
Hayward, CA 94541*

## The Process:

Applicants will be notified once the City receives the application packet. Staff will review all applications submitted correctly by the deadline. Finalists will be invited to interview in late April.

The City of Hayward is an Equal Opportunity Employer.

For more information about the position, application, or selection process please contact John Stefanski, Administrative Analyst at [John.Stefanski@Hayward-CA.gov](mailto:John.Stefanski@Hayward-CA.gov) or at 510-583-3904.