

THE CITY OF



Local Government Management Fellowship 2020-2021 Work Plan



About The City of Pleasanton

Pleasanton is a well-planned, balanced community with desirable neighborhoods, an award-winning downtown with a small-town character, a diversified economic base, excellent schools, and a wide variety of community facilities. Pleasanton is a great place to live, raise a family, work, and do business.

Pleasanton has long enjoyed a reputation for having a progressive vision with a strong emphasis on customer service. This has resulted in a positive professional relationship with a high level of mutual respect between the City Council and City staff.

Pleasanton is a full-service city committed to providing the best, most innovative and responsive municipal services possible. It operates with a FY 2019/20 General Fund Budget of over \$120 million and an annual operating all-funds budget of \$220 million. The City employs over 450 permanent employees within 13 departments including: the offices of the City Manager and the City Attorney, Human Resources, City Clerk, Information Technology, Community Development, Engineering, Economic Development, Finance, Library and Recreation, Operations Services, Police and the Livermore-Pleasanton Fire Department (jointly operated with the City of Livermore). The City has no operating debt, a healthy financial reserve and has historically operated in a fiscally conservative manner.



About the Management Fellow Position

This is a full-time, one year opportunity to put your public administration education into action!

The City is searching for an individual with strong analytical, communication and interpersonal skills, and an interest in a career in public service to join the City Manager's Office as a Management Fellow. Under the direction of the City Manager, you will join a fast-paced, dynamic team environment, gain exposure to the process of City decision-making and operations and receive mentoring from project advisors for selected project areas. You'll be responsible for data analysis, program development, report writing and project management related to the City's Council priorities in such areas as quality of life, environmental sustainability, youth services, affordable housing and organizational success. You will also research and propose models, tools and training that will support more rigorous and effective evaluation as part of the City's decision-making process.

Sample Management Fellow Projects

Essential to a City's success is defining clear and achievable goals that are pursued through strategic planning and community input. Pleasanton's City Council two-year work plan sets a framework for addressing new policies, programs, services, activities, and capital projects for the coming two years.

Below are a selection of projects from Pleasanton's City Council two-year work plan for 2019-2021; project assignment will be based on a variety of factors including prior knowledge or expertise, work history, desired career experience, and organizational need.



Community Farm Master Plan

The community farm concept was approved as part of the Bernal Property Phase II Specific Plan approved by voters in 2006. The Master Plan calls for 30 new garden plots, 1.5 acres for a demonstration garden, 1.23 acres for a row crops vegetable garden, and a learning center. Under direction of the Assistant City Manager, you will be responsible for leading the design phase of the Bernal Community Farm project.

Project Type: Capital Development

Managing Department: City Manager's Office



Human Services Communication Plan

Under direction of the Director of Library and Recreation, you would work to develop a plan intended to educate the community on human service needs in Pleasanton and the Tri-Valley, and demonstrate the outcomes and impacts of grant-funded projects and service providers.

Project Type: Communications

Managing Department: Library and Recreation



Citywide Fiber Master Plan

Cities across the country are implementing broadband fiber infrastructure to enhance City services, offer access to high-speed internet to residents, and provide improved economic opportunities for businesses. Under direction of the Deputy City Manager, you would work to create a fiber master plan to help guide the City's technological infrastructure and planning efforts.

Project Type: Project Management

Managing Department: Economic Development



Short-Term Rental Ordinance and Program

With the quick rise and growth of short-term vacation rental platforms, city governments have struggled to create rules and regulations around this constantly evolving issue. Under direction of the Community Development Director, you would create and propose a short-term rental program that is reflective of the Pleasanton community and its values.

Project Type: Project Management

Managing Department: Community Development

Some projects may be tailored to the interest of the Management Fellow depending upon his/her background and experience (e.g. planning, economic development, library services, recreation services, public works, etc).

Position Requirements

- Possession of, or currently in the process of obtaining, a Master's degree in public administration/ management, public policy, public affairs or a related field from an accredited college or university. Recent graduates from a Master's degree program or individuals near completion of a Master's degree program preferred. Professional work experience is a plus!

Ideal Requirements

- You are passionate about public service and want to make a difference.
- You work well in a fast-paced, team-oriented environment.
- You have exceptional communication skills, and the ability to prepare effective reports, and are comfortable making presentations.
- You approach various projects with a "can-do" attitude.
- You are detail-oriented with strong organizational skills.
- You are on the lookout for what needs to be done and the best way to do it.
- You have a willingness and ability to learn.

