



CITY OF PACIFICA, CA

Local Government Management Fellowship Work Plan

Salary: \$93,574 p/y

(within the City's Classification Structure, the Fellow will be considered a temporary, one-year limited term Management Analyst I)

THE COMMUNITY

The most panoramic coastal town in the San Francisco Bay Area, Pacifica, located in San Mateo County just twelve miles south of San Francisco is famous for its six miles of scenic coastline, classic northern California beaches and charming ambience. The population is approximately 40,000 with an area of 12.6 square miles. Pacifica feels worlds away, yet is easily accessible with the San Francisco International Airport being approximately 15 minutes away. Pacifica is a place where one can step into the natural world and enjoy a variety of recreational offerings, and later relax at a local restaurant and bask in a spectacular sunset. With so much to offer to residents and visitors alike, Pacifica is the place to be.

THE ORGANIZATION

The City of Pacifica is a General Law City incorporated in 1957 and operates under the Council/Manager form of government. Legislative authority is vested in a five-member City Council elected by district beginning in 2020 for four-year overlapping terms. The Mayor is selected each year by a majority vote of the other Council members. The Council appoints the City Manager, City Attorney, and members of advisory commissions and committees. Pacifica is a full-service city (approximately 170 FTE) with a FY 2019/20 general fund budget of approximately \$36M. The City delivers municipal services through seven departments: the City Manager's office (including the City Clerk, Economic Development, and contract City Attorney); Administrative Services (Finance, Human Resources and IT Divisions); Parks, Beaches, and Recreation; Planning; Public Works (Field Services & Engineering and Wastewater); Police; and Fire (via North County Fire Authority). Each year the City Council develops Goals and Priorities focused on the goals, projects, and initiatives to be implemented in the following fiscal year.

At the City of Pacifica, we are an equal opportunity employer and value diversity. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, competence, performance, and business needs. To us, equal opportunity employment is not just about compliance, it's about who you are, how you can help our City and who you want to be. We are committed to creating an inclusive environment for all employees and residents.



THE FELLOWSHIP EXPERIENCE

The 2020 Fellow will report to the City Manager's Office while working on various assignments in support of the City. Regardless of the particular assignment, the City of Pacifica's management team is committed to providing its fellow with practical experiences that will build a strong foundation for a career in public service.

In summary, under general direction of the City Manager and under direct supervision of the Assistant City Manager, the Fellow will focus on the tasks listed below:

- *Economic Development Assistance:* Assist the Economic Development Manager (EDM) in the production of a monthly economic development update report.
- *Climate Action Plan (CAP) Coordination:* Coordinate the Climate Action Plan (CAP), working closely with the Planning Department, taking the lead on the CAP update project, acting as consultant's point of contact, preparing the CAP annual report, and researching and beginning implementation of CAP measures.
- *Grant Application Assistance:* Assist with grant applications, applications related to transit/bike/pedestrian initiatives and serve as a liaison to transit agencies for programs related to transit/bike/pedestrians.
- *Vision 2025:* Assist a multi-departmental team in research and development of a Request for Proposals for consultant assistance for this Council priority, which is a strategic planning process to articulate a long-term and financially sustainable vision for Pacifica.
- *Litter and Waste Reduction:* Plan and implement litter reduction strategies directed by the City Council, including plastic utensils prohibition outreach and assisting businesses with compliance and access to compostable materials, "pack it in, pack it out" signage, and street sweeping no parking program at high-priority locations.
- *Other Tasks as Assigned:* Assist with numerous other projects related to financial and environmental sustainability goals such as assistance with the "Shop Pacifica" campaign and policy updates related to purchasing, vehicle fleet, energy efficiency, waste handling/reduction, etc. As well as general Management Analyst level support for various projects.

To learn more about the City of Pacifica, please visit www.cityofpacifica.org.