

The City of Fort Lauderdale is seeking 3 Management Fellows for the City Manager's Office. The Management Fellows would be located within the Divisions of Structural Innovation, Budget/Community Investment Plan and Grants, and Neighborhood Support.

STRUCTURAL INNOVATION DIVISION

The City of Fort Lauderdale is developing a strategic plan and implementing a performance management system. The Strategic Plan is under development by five strategic area teams referred to as Cylinders of Excellence: Infrastructure, Public Places, Neighborhood Enhancement, Business Development, and Public Safety. The teams are led by the Division of Structural Innovation and Department Directors. The Strategic Plan will have a five year timeline and will be presented to the Commission for formal adoption in 2012. At least one member of every department is included in this process. The teams are defining goals, objectives, performance indicators, benchmarks and annual action plans. After the development of the Strategic Plan, each Department will create Scorecards containing objectives, performance indicators, and measures, and initiatives that further deploy the Strategic Plan.

The Management Fellow for Structural Innovation would assist with the development, implementation, and monitoring of the City's Strategic Plan and annual action plans. Responsibilities may include:

- o Researches and identifies performance indicators, targets, and benchmarks for the City's Strategic Plan and FL²Stat, the Performance Stat meetings.
- o Assists departments in selecting and analyzing performance measures, ensuring the connection to benchmarking associations when appropriate. Guides departments through this process of self-evaluation and performance improvement. Ensures implementation of clear performance measure methodology and target setting.
- o Assists in developing the agenda and background work to prepare for FL²Stat meetings.
- o Researches and proposes best practice solutions and innovative service delivery models with the purpose of implementing initiative(s) to result in improvement, such as approaches to address the homeless population, organizational communications, succession planning, and employee training, for example.
- o Researches and evaluates sustainability goals, approaches and measures.

- Assists in conducting customer survey analysis and links to the Strategic Plan. Works with departments to refine or improve processes to improve results.
- Assists in identifying, managing, and improving key processes. Works with Department staff to map processes, identify improvements, develop action plans, and monitor progress through achievement of the action plan and performance metrics.

BUDGET/CIP AND GRANTS DIVISION

The Division provides budgetary support services to all City departments including assisting with development of the annual budget, preparing revenue and expenditure projections, updating of the Budget Preparation Guide and Revenue Manual, implementing budget monitoring and controls for long-range forecasting, developing the Community Investment Plan (CIP), preparing a monthly department trend analysis and financial report, and ensuring strategic alignment of the annual budget and CIP to the goals of the City. In addition to the budget and CIP, the Division is also responsible for audit compliance, grants and legislative affairs.

The Management Fellow for the Budget/CIP and Grants Division would assist with the each of the major functional areas. Responsibilities may include:

- Assists with overall budget development, including revenue and expenditure forecasts, financial, statistical, and programmatic research;
- Assists in analyzing departmental budget requests; may participate in each department's budget review; creates and analyzes spreadsheets and financial data for the purpose of making a recommendation for the efficient use of funds and to facilitate short and long-range planning;
- Assists with the development of the Community Investment Plan including evaluation of project applications, development of informational spreadsheets, analyzing information to make recommendations on funding, and preparation of reports as needed;
- Assists with conducting grants management, including collecting program and project data and evaluation information to determine effectiveness of each

- program ; establishing and maintaining resource library of grants and grant files; distributing information regarding training, workshops and relevant publications;
- o Researches grant-funding needs and identifies potential grants and matching resources to share with grants personnel;
- o Attends various organizational meetings to gain an understanding of the decision-making process; and
- o Performs related work and drafts written correspondence as required.

NEIGHBOR SERVICES DIVISION

Under the leadership of the City Manager, the Neighbor Services Division provides quality outreach and enhanced services to our neighbors, visitors and partnering agencies. The division is responsible for coordinating City services, responding to neighbor-initiated requests, and reaching out to civic, neighborhood and homeowners associations.

The Division administers the Neighborhood and Business Capital Improvement Programs. To enhance the quality of life in our neighborhoods, the Fort Lauderdale City Commission established the Neighborhood Capital Improvement Program (NCIP) and the Business Capital Improvement Program (BCIP). The goal of these programs is to provide matching grant funds for the construction of capital improvements that beautify neighborhoods and businesses and enhance quality of life for those who live, work and visit the City of Fort Lauderdale.

The Management Fellow for Neighbor Service Division would assist with monitoring, executing and enhancing the services provided to our neighbors. Responsibilities may include:

- o Assists in neighbor inquiries
- o Assists in commission inquiries
- o Assists in developing a Complaint Management System to synthesize and analyze information
- o Assists in Enhancing a Neighbor Services Webpage
- o Researches and proposes a system to update/archive projects electronically
- o Assists in coordination of the NCIP and BCIP program and projects

- o Attends HOA and community meetings/events as appropriate
- o Attends/Assist with the Utility Advisory Committee (UAC), Education Advisory Board (EAB) and the Council of Fort Lauderdale Civic Associations.
- o Attend City Commission meetings as needed