



City of Altoona, WI

POSITION DESCRIPTION

JOB TITLE: MANAGEMENT ANALYST FELLOW

DIVISION: Administration FLSA STATUS: Exempt

REPORTS TO: City Administrator LOCATION: City Hall

COMPENSATION AND BENEFITS

The starting salary for this at-will position is dependent on the qualifications and experience of the successful candidate with a starting salary between \$35,360 - \$43,000 annually. The position will be eligible for participation in the Wisconsin Retirement System and will be eligible for excellent benefits. The City of Altoona will provide some assistance to the successful candidate for relocation costs if necessary. While the position is being hired as a Fellow for a term of one year, the position may be transitioned into a full-time, permanent position after the one-year fellowship is completed if the selected candidate fully meets performance expectations.

SUMMARY

Under general direction of the City Administrator, provides administrative and staff support to the City leadership team in the development of programs pertaining to all areas of municipal management with particular emphasis on the following areas:

- Implementation of capital improvement program and investment in deferred maintenance
- Development of a high performance workforce
- Promotion of economic development and diversification of tax base
- Evaluation of technological needs and implementation of solutions
- Improvement of public outreach via social media and other means
- Delivery of quality, cost effective municipal services
- Investment in projects that promote quality of life
- Focusing efforts on long range planning
- Updating internal policies and procedures

Responsibilities will concentrate on customer service, personnel services, community development, finance, public safety and organizational change. The selected candidate will have work contact with appointed elected City officials, City Board and Committee members,

Department and Division Heads, other city employees, business leaders, program clients and the general public.

ESSENTIAL FUNCTIONS OF THE JOB

1. Provides general assistance to City Administrator and other City of Altoona leadership team members including preparation of letters and memorandums, completing research reports and legislative analysis, handling of special projects and routine administrative support duties including filing, copying and mailing.
2. Drafts resolutions, ordinances and reports and presents materials to City Council and other City Committees and Boards.
3. Assists finance department as needed with City budget preparation, Capital Improvements plan development, payroll, budget monitoring and fiscal planning.
4. Develops and manages programs to measure and enhance satisfaction with City of Altoona policies and services, including surveys, focus groups and deployment of web-based tools.
5. Acts as one of the primary contacts for customer service.
6. Researches, develops, and implements new and revised personnel programs and policies.
7. Acts as project manager on citywide projects as assigned.
8. Takes actions to improve City's social media and website presence.
9. Performs work of a confidential nature.
10. Completes other duties as assigned.

QUALIFICATIONS

Education and/or Experience

Minimum – Bachelor's Degree in Public Administration or related field.

Desired – Master's Degree in Public Administration or related field.

OTHER SKILLS AND ABILITIES

General knowledge of computer operations. Skilled in word processing and spreadsheets.

Knowledge of modern office management methods and procedures. Ability to schedule, coordinate, organize and function in high visibility public office.

PHYSICAL DEMANDS

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to handle or feel objects, tools or controls. The employee will also be required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand; walk; reach with hands and arms; and stoop, kneel, crouch or crawl.

The employee must occasionally lift and/or move up to 25 pounds.

DEMONSTRATIVE LIST OF ANTICIPATED PROJECTS (2016 - 2017)

- Assist with planning and development of City-owned property in Altoona's River Prairie
- Complete grant applications related to development of parks and trails and other infrastructure projects
- Aid in updating the City's Capital improvement plan
- Assist in updating the City's Comprehensive Parks/Trails Plan and Comprehensive Land Use Plan
- Plan and facilitate public meetings to discuss City of Altoona projects
- Develop a pay for performance plan and facilitate implementation
- Assist City Engineer with project management
- Evaluate feasibility of changing to a paid time off structure
- Work with Technical School and UW-Eau Claire students to complete specific projects
- Assist in managing file management software
- Continue development of the City's social media outreach plan
- Assist in Coordinating community events
- Update City of Altoona annual work plan as necessary
- Participate in City of Altoona strategic planning and focused discussions
- Assist in updating 5-year fiscal strategy for City's general fund, enterprise funds, fund reserves
- Keep the City's TID pro forma updated as development occurs
- Assist in developing award/recognition program for City employees
- Assist in utility billing audit activities