

Earl Brush Fellowship

JOB DESCRIPTION

General Description of Duties

This position performs difficult and professional work in the Office of the City Manager and the Department of Economic Development of the City of Hamilton, Ohio.

The nature of the work performed requires that a Fellow establish and maintain a close working relationship with other City departments and with the Hamilton business, school and civic community. The position will assist The Economic Development Department in strategies related to revitalizing the urban core. The Fellow will serve as the staff liaison for the City's "Vision Commission" and will work with the "Vision Commission" to develop and promote strategic initiatives.

This Fellow will also work closely with Economic Development staff on various economic development activities including, but not limited to business attraction and retention efforts, grant writing, assist in the execution of economic development agreements, various state and local incentive programs, and brownfield redevelopment efforts.

This work is performed under the direction and supervision of the City Manager Assistant City Manager, and the Director of Economic Development. Considerable leeway is granted in the exercising of independent, creative and professional judgment.

Essential Job Functions

- Reviews and evaluates departmental policies regarding fiscal, budget, and related administrative matters
- Assist with the development of the City's annual budget document
- Perform analysis and support for Economic Development Department
- Performs related work as required
- Statistical analysis of city-wide performance measurement data.
- Researches, reviews, edits, and prepares reports, memoranda, and policy recommendations for review and consideration by the City Manager and City Council.

Skills/Knowledge/Abilities

- Must be extremely motivated, passionate, and driven to excellence
- Ability to utilize personal computers with a strong knowledge of business and statistical software packages
- Strong public speaking and presentation skills
- Ability to make sound business decisions under tight operating deadlines;
- Ability to perform difficult statistical analysis and communicate the results in a clear and concise manner
- Background in environmental sustainability, economic development, public administration, or performance measurement
- Ability to perform tasks with ingenuity and inventiveness
- Ability to perform work with accuracy and attention to detail

Training/Education/Qualifications

- Graduation from a college or university of accredited standing with a Bachelor's Degree in Public Administration, Environmental/Ecological Sciences, Urban Planning, Business Administration or a closely related field
- Active pursuit or completion of a Master's Degree in Public Administration, Political Science, Environmental Policy or Planning, or Business Administration

Essential Physical Abilities

- Clarity of speech and hearing which permits the employee to communicate well with other City Department and Division Heads, employees, contractors, developers, engineering consultants and the general public;
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports, technical drawings and related materials;
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations and to lift and move equipment or materials from time to time;
- Sufficient personal mobility, which permits the employee to visit and inspect other City and fieldwork locations.

Essential Special Requirements

- The City will pay as part of the Fellow's compensation, an amount attributable to the monthly base rent (\$1,000/month) for the Fellow's housing and parking at a location selected by the City.
- The City of Hamilton will not pay for or reimburse expenses related to relocation or apartment furnishings (all apartments include kitchen appliances and a clothes washer and dryer).

Earl Brush Fellowship

City of Hamilton, Ohio

ABOUT THE FELLOWSHIP

The City of Hamilton, Ohio's Earl Brush ICMA Fellowship is a one-year, post-graduate program for individuals interested in a career in municipal management. The fellowship program is affiliated with, and endorsed by the International City/County Management Association (ICMA).

Job duties for the fellowship include, assisting the City Manager with projects related to the City's strategic plan. Helping Economic Development in coordinating information and analysis, including the ability to perform policy/financial analysis on complex issues. Assisting with administering special incentive programs, small business development and retention, attending monthly business district/civic association meetings, and assisting in the City's performance measurement and strategic planning initiatives.

QUALIFICATIONS

Prospective candidates will possess a master's degree or have completed all coursework towards a master's degree in Public/Business Administration, Community Planning, Finance, Environmental Science or related degrees prior to June 15, 2012.

SALARY & HOUSING

The ICMA recognized Earl Brush Fellowship is a one-year, full-time program, including some early mornings, late evenings and weekends. The selected candidate, upon successful background check and drug screen, will be paid an annual salary of \$25,000. In addition to the annual salary, the City of Hamilton will pay for housing (\$12,000) for the fellow at the Historic Mercantile Lofts conveniently located across the street from City Hall in downtown Hamilton and will also cover expenses for parking in the public parking garage attached to the Lofts. Health insurance benefits will not be provided. The City of Hamilton will also cover expenses for the selected fellow to attend the ICMA Annual Conference, being held in Phoenix, AZ in 2012.

[Take a tour of the Earl Brush Fellow's apartment.](#)

[View the Mercantile Loft Website](#)

HOW TO APPLY

- Submit a detailed cover letter and resume no later than April 1, 2012.
- Submit two (2) writing samples reflecting your knowledge and/or work experience in environmental science or engineering.
- Provide three (3) letters of reference (two must be from professors who have first hand ability to evaluate your academic performance).

Applications shall be mailed or e-mailed to:

City of Hamilton Civil Service & Personnel Dept.
345 High Street
Hamilton, Ohio 45011

cspersonnel@ci.hamilton.oh.us

SELECTION PROCESS

- Applicants are evaluated on all materials submitted. The academic papers and cover letter will be used to evaluate writing skills.
- Interviews will take place via conference call or in person, depending on the applicant's geographic location.
- The city will hire one (1) fellow annually with the selection being made prior to May 1, 2012.



John Engle Utility Fellowship

JOB DESCRIPTION

General Description of Duties

This position performs difficult and professional work in the management, marketing, operations and back office support of the Department of Utility Operations of the City of Hamilton, Ohio.

The nature of the work performed requires that a Fellow establish and maintain close cooperative working relationships with operational and administrative personnel in other City departments and divisions. This position will participate in the research and implementation of utility operations best practices as well as the development of a standard policies and procedures. This position will also assist in strategic planning and will provide a wide range of analytical, statistical, operational and back office support services for the City's utilities.

This Fellow will assist in researching and implementing energy efficiency strategies and programs. The position will be responsible for the compilation and analysis of energy usage trends and will maintain a strong industry-wide knowledge of the marketing and energy management/conservation programs of other utilities and municipalities. Job duties will also involve grant writing and seeking out additional sources of funding for such programs.

This work is performed under the direction and supervision of the Director of Utility Operations/Deputy City Manager. Considerable leeway is granted in the exercising of independent and professional judgment.

Essential Job Functions

- Draft policies and procedures for Hamilton utilities
- Perform analysis of electric utility best practices nation-wide
- Support strategic planning and implementation
- Assist in researching and implementing energy efficiency strategies and programs
- Seek out federal grants and other outside funding opportunities
- Performs related work as required.

Skills/Knowledge/Abilities

- Ability to utilize personal computers with a strong knowledge of business and statistical software packages, i.e. Microsoft Office suite
- Ability to make sound business decisions under tight operating deadlines
- Ability to perform difficult business and statistical analysis and communicate the results in a clear and concise manner
- Strong public speaking and presentation skills
- Background in public or business administration, public policy, energy management and/or engineering
- Ability to perform tasks with ingenuity and inventiveness
- Ability to perform work with accuracy and attention to detail

Training/Qualifications/Education

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Public Affairs/Administration, Business Administration, Engineering, or closely related field; and
- Active pursuit or completion of a Master's Degree in Public Affairs/Administration, Public Policy, Energy Management, Business Administration, or Engineering.

Essential Physical Abilities

- Clarity of speech and hearing which permits the employee to communicate well with other City Department and Division Heads, employees, contractors, developers, engineering consultants and the general public;
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports, technical drawings and related materials;
- Sufficient manual dexterity which permits the employee to operate a keyboard and produce hand-written materials and notations and to lift and move equipment or materials from time to time;
- Sufficient personal mobility, which permits the employee to visit and inspect other City and fieldwork locations.

Essential Special Requirements

- The City will pay as part of the Fellow's compensation, an amount attributable to the monthly base rent (\$1,000/month) for the Fellow's housing at a location selected by the City, and for associated parking.
- The City of Hamilton will not pay for or reimburse expenses related to relocation or apartment furnishings (all apartments include kitchen appliances and a clothes washer and dryer).

John Engle Utility Fellowship

City of Hamilton, Ohio

ABOUT THE FELLOWSHIP

The City of Hamilton, Ohio's John Engle Utility Fellowship is a one-year post-graduate program for individuals interested in a career in public utilities or engineering.

This position entails professional work in the management, marketing, operations and office support of the City's Dept. of Utility Operations. Job duties for the fellowship include, but are not limited to research and analysis of utility best practices, development of standard policies and procedures for Hamilton utilities, research and analysis of energy efficiency programs and implementation, support of strategic planning and implementation, and assistance in obtaining relevant federal grants and other funding opportunities.

QUALIFICATIONS

Prospective candidates will possess a master's degree or will have enrolled in an accredited master's program in Public Affairs/Administration, Public Policy, Business Administration, Energy Management, Engineering, or a related field by June 15, 2012.

COMPENSATION & HOUSING

The ICMA recognized John Engle Utility Fellowship is a one-year, full-time program, including some early mornings, late evenings and weekends. The selected candidate, upon successful background check and drug screen, will be paid an annual salary of \$25,000. In addition to the annual salary, the City of Hamilton will pay for housing (\$12,000) for the fellow in the Historic Mercantile Lofts conveniently located across the street from City Hall in downtown Hamilton as well as parking in the public parking garage attached to the Lofts. Health insurance benefits will not be provided. The City of Hamilton will also cover expenses for the selected fellow to attend the ICMA Annual Conference, being held in Phoenix, AZ in 2012.

[View the apartment for the John Engle Fellowship Program.](#)

[View the Mercantile Loft Website](#)

HOW TO APPLY

- Submit a detailed cover letter and resume no later than April 1, 2012.
- Submit two (2) writing samples reflecting your knowledge and/or work experience in environmental science or engineering.
- Provide three (3) letters of reference (two must be from professors who have first hand ability to evaluate your academic performance).

Applications shall be mailed or e-mailed to:

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Hamilton, Ohio 45011

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SELECTION PROCESS

- Applicants are evaluated on all materials submitted. The academic papers and cover letter will be used to evaluate writing skills.
- Interviews will take place via conference call or in person, depending on the applicant's geographic location.
- The city will hire one (1) fellow annually with the selection being made prior to May 1, 2012.



Richard Fleming Utility Fellowship

JOB DESCRIPTION

General Description of Duties

This position performs difficult and professional work in the operations and engineering support in the Department of Underground Utilities of the City of Hamilton, Ohio.

The nature of the work performed requires that a Fellow establish and maintain a close working relationship with other City departments and with selected City consultants. The position will assist in the evaluation of previous studies and modeling of the sanitary sewer system to determine areas of infiltration and inflow to the city sanitary sewer system to develop a plan for remediation of these flows. The position will work closely with staff members to gather and evaluate data and develop strategies to assist the City in compliance issues. Some field work will be required.

This Fellow will also be involved in the development of a storm water master plan. The Fellow will be reviewing data, working with the City's Geographic Information System and conducting field surveys to determine drainage area issues and developing a plan to control these issues.

The Fellow will also work with utility engineering staff on a variety of project related tasks.

This work is performed under the direction and supervision of the Director of Underground Utilities. Considerable leeway is granted in the exercising of independent and professional judgment.

Essential Job Functions

- Reviews previous studies of the Sanitary Sewer System to determine sources of inflow and infiltration upstream of City Sanitary Sewer Overflows
- Assists in preparation of a plan to prioritize areas to target for elimination of inflow
- Utilizes City Geographic Information System (GIS) to compile data and perform analysis
- Assists in the develop of a Storm Water Master Plan to assist city in efforts to control area wide drainage issues
- Conducts field work as required to evaluate area wide drainage issues
- Performs related work as required.

Skills/Knowledge/Abilities

- Ability to utilize personal computers with a strong knowledge of Geographic Information Systems
- Strong public speaking and presentation skills
- Ability to make sound business decisions under tight operating deadlines;
- Ability to perform tasks with ingenuity and inventiveness
- Ability to perform work with accuracy and attention to detail
- Ability to perform independently and as a supporting team member

Training/Qualifications/Education

- Graduation from a college or university of recognized standing with a Bachelor's Degree in, Public Administration, Political Science, Environmental Science, Engineering, or a closely related field
- Active pursuit or completion of a Master's Degree in Environmental Science, Public Administration, Political Science or Engineering

Essential Physical Abilities

- Clarity of speech and hearing which permits the employee to communicate well with other City Department and Division Heads, employees, contractors, developers, engineering consultants and the general public;
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports, technical drawings and related materials;
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- Sufficient personal mobility, which permits the employee to visit and inspect other City and fieldwork locations.

Essential Special Requirements

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Richard Fleming Utility Fellowship

City of Hamilton, Ohio

ABOUT THE FELLOWSHIP

The City of Hamilton, Ohio's Richard Fleming Utility Fellowship is a one-year post-graduate program for individuals interested in a career in public utilities or engineering.

This position entails professional work in the operations and engineering support of the City's Underground Utilities Department. Job duties for the fellowship include, but are not limited to assisting with the evaluation of previous studies and modeling of the sanitary sewer system to determine areas of infiltration and inflow to the city sanitary sewer system to develop a plan for remediation of these flows. In addition, working with utility engineering staff with a variety of project related tasks.

QUALIFICATIONS

Prospective candidates will possess a master's degree or will have enrolled in an accredited master's program in Environmental Sciences, Engineering, or a related field by June 15, 2012.

COMPENSATION & HOUSING

The ICMA recognized Richard Fleming Utility Fellowship is a one-year, full-time program, including some early mornings, late evenings and weekends. The selected candidate, upon successful background check and drug screen, will be paid an annual salary of \$25,000. In addition to the annual salary, the City of Hamilton will pay for housing (\$12,000) for the fellow at the Historic Mercantile Lofts conveniently located across the street from City Hall in downtown Hamilton and will also cover expenses for parking in the public parking garage attached to the Lofts. Health insurance benefits will not be provided. The City of Hamilton will also cover expenses for the selected fellow to attend the ICMA Annual Conference, being held in Phoenix, AZ in 2012.

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