



We invite applications for the position of:
MANAGEMENT FELLOW
\$73,771.11 to \$86,789.56 Annually
Plus a comprehensive benefits package
This is a two year assignment pending Council approval*

“The Management Fellow position is a great entry into a career in local government. I worked on many interdepartmental projects and learned about all aspects of City government. As a Fellow you get the opportunity to manage complex research projects and work on meaningful assignments, such as the City’s homelessness initiatives, that give you the chance to learn from City staff across the organization.”

– Kaitlyn Cyr, former Management Fellow, 2017-19

Why Consider The City of Mountain View?

It’s simple. We are a **passionate team of professionals committed** to providing **excellent service** to the **community** we serve, and we want you to join us! The City of Mountain View is a progressive, full-service city in the heart of Silicon Valley, providing high quality programs and thoughtful policies for a diverse and thriving community. City employees work together to accomplish mission-critical work in an environment that values collaboration, ethical behavior, innovation, employee wellness and work-life balance. The City of Mountain View is focused on four compelling Council priorities: improving the quantity, diversity and affordability of housing, enhancing environmental sustainability, protecting vulnerable populations and preserving the cultural diversity of the community, and improving transportation mobility and connectivity. These priorities are of critical importance to the quality of life in Mountain View in light of the surging regional economy, which has created tremendous opportunities but has also strained transit systems and put affordable housing out of reach for many. The City of Mountain View is taking a leadership role in responding to these opportunities and challenges through thoughtful planning and engagement to determine the community’s vision, address impacts of growth and manage the process of change. As a member of the City Manager’s Office team, the Management Fellow will be at the center of this exciting policy making and community building process.

About This Role

This is a full-time two year opportunity to put your public administration education into action! We want 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 for the position of Management Fellow. You will join a **fast-paced, dynamic team environment**, gain exposure to the process of city decision-making and operations and receive mentoring from the Assistant City Manager. You’ll be responsible for data analysis, program development, report writing and project management related to complex City priorities in such areas as homeless services, environmental sustainability, community outreach, and employee engagement. You will also research and propose models, tools and training that will support more rigorous and effective analysis as part of the City decision-making process.

What You Bring

- 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!

Who You Are

- You are passionate about public service. You want to make a difference and enjoy helping others.
- You work well in a fast-paced, team-oriented environment.
- You have exceptional communication skills, able to prepare effective reports, and are comfortable making presentations.
- You can tackle various projects with a “can-do” attitude.
- You are detail-oriented and have 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 new things.

What We Offer

- Comprehensive benefits package including generous paid leave and health
- CalPERS retirement (2.7% at 55 formula for classic members; 2% at 62 for new members); employees contribute 11.5% for classic members; 10.5% for new members to CalPERS with no Social Security deduction
- Opportunity to utilize \$2,000 in tuition reimbursement for education advancement annually, with an additional one time opportunity for up to \$20,000 for the completion of a work related Bachelor's or Master's degree
- Up to \$100/month City contribution for mass transit expenses, with \$10/month minimum employee contribution
- Professional development funds - \$800 annually
- Wellness culture including access to the employee gym and incentive pay for participating in the City's wellness program
- Employee appreciation days and activities
- Growth opportunities and a wide range of assignments that will sharpen your writing, presentation, research, analysis and critical thinking skills
- Training and educational options including learning forums offered by the City/County Managers Associations of San Mateo and Santa Clara Counties
- Coaching/Networking - access to a network of professionals in the field of local government

Are You Ready? Apply.

Submit your application, resume and supplemental questionnaire online at www.calopps.org or to the Human Resources Division; City of Mountain View, 500 Castro Street, Mountain View, CA 94041, (650) 903-6309.

Deadline: This recruitment will close at **5:00 p.m. (PST) on March 7, 2019, or after receiving 75 applications**, whichever comes first. The most appropriately qualified candidates will be invited to an interview. The first round of interviews may be conducted via Skype (qualifying/non qualifying). Oral board panel interviews (weighted 100%) are tentatively scheduled for the week of **March 25**. Select finalists who pass the oral interviews may be invited to departmental interviews tentatively scheduled for the week of March 25. Depending on the number of applicants, this process may be altered and this timeline is subject to change. Qualified candidates are encouraged to apply early!

Fine Print

*This is a two year assignment pending council adoption of the budget in June 2019 and June 2020.

The Management Fellow position was first established in Fiscal Year 2016-17 and has been approved each Fiscal Year since. Candidates with a disability who may require special assistance in any phase of the application or testing process should advise the Human Resources Division upon submittal of application. Documentation of the need for accommodation must accompany the request. The City of Mountain View is an Equal Opportunity Employer (EOE).

Prior to hire, candidates will be required to successfully complete a preemployment process, including employment verification and a Department of Justice (DOJ) fingerprint check. A conviction history will not necessarily disqualify an applicant from appointment; however, failure to disclose a conviction will result in disqualification or termination.

**CITY OF MOUNTAIN VIEW
MANAGEMENT FELLOW
SUPPLEMENTAL QUESTIONNAIRE**

1. Describe a project or assignment where you performed research and analyzed data in order to draw conclusions and make recommendations.
2. How would this position help you meet your long-term career goals?
3. Describe a time when you received assignments from multiple people. How did you go about setting deadlines and completing those assignments, and what challenges did you face?
4. This position often manages projects that require information and/or direction from other people. Describe what you would do to get what you needed from others to keep projects moving forward.
5. If you have a Skype account, please provide your Skype ID or the email address associated with your Skype account.