



City of Milpitas

We invite applications for the position of: Management Fellow

Annual Salary Range: **\$70,000 - \$90,000**

(The Management Fellow Position, Salary and Benefits is subject to City Council approval per the City of Milpitas 2019/2020 Annual Budget, approx., June 2019)

Post Date: **Monday, April 1, 2019**

Close Date: **May 17, 2019, 5:00 PM**

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 405 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers](#)."

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The Fellowship Program is open to recent graduates with a Master's Degree. Designed to equip participants with the necessary skills, knowledge and contacts to launch thriving leadership careers in government. Fellows will be assigned to work on complex, high-level projects for a period of two years. We will provide you with a realistic exposure to the public sector environment, access to coaching and mentoring from high-level agency executives.

Positions in this class perform a wide variety of management analysis activities. Incumbents may be assigned to either a specific analysis activity, such as operations and policy analysis focused on current topics within the City or a generalist assignment with responsibility for dealing with a wide array of analytical staff assignments. Incumbents are expected to be capable of performing a variety of management analysis techniques and procedures.

This class of Management Fellow differs from that of Analyst I in that the Fellow is an alternate form of entry to the Analyst class series, and generally involves assignments on a project basis. Incumbents in both classes perform professional level analytic work.



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Commitment to Mentoring the Fellow

To provide maximum benefit to the Fellow and the City of Milpitas as well as to provide a broad array of realistic government experience, the City will provide:

- Professional Development Opportunities; e.g. on-site training, Municipal Managers Association of Northern California (MMANC) and International City/County Management Association ICMA annual conference (time permitting and based on assessment of need and availability of funding).
- Mentorship/one-to-one coaching with the Assistant, Deputy City Manager or Department Head.

What You Will Do

Duties may include, but are not limited to the following:

- Perform a variety of responsible and technical administrative and analytical assignments.
- Conduct surveys and perform research and statistical analyses as requested; prepare summary reports.
- Interview and consult with departmental officials and employees, representatives from other organizations and groups and the general public to give and/or secure necessary information.
- Assist in formulating program policy, goals and procedures; collect and compile relevant data supporting recommendations.
- Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives of assigned program responsibilities.
- Analyze issues and prepare reports.
- Monitor and coordinate the daily operation of assigned program area; perform administrative detail work and maintain appropriate records and statistics; monitor progress and evaluate work measurement data of various City programs.
- Develop and analyze quantitative data for management evaluation purposes.
- Prepare and present factual and statistical data and make recommendations in written, graphic and oral form.
- Make verbal presentations of study findings/recommendations to department and City management and commissions, as the assignment requires.
- Provide information and interpretation regarding City rules, regulations and procedures.
- Perform audits and analysis in areas such as: programs, contracts, and budgets.
- Participate in special projects as assigned.

Experience and Education

Master's degree from an accredited college or university with major course work in subjects such as public administration, business administration, or a related field (such as communications and marketing).



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Desired Skills and Abilities:

- Outstanding administrative skills; i.e. meet deadlines and prioritize work, attention to details, etc., and well-organized.
- Analyze situations accurately and suggest an effective course of action.
- Communicate clearly and concisely, both orally and in writing.
- Excellent customer service skills; i.e. experience collaborating with others on complex projects and providing win-win outcomes.
- Proficient in MS Word, MS Excel, and MS PowerPoint.
- Establish and maintain effective working relationships with those contacted in the course of work including City officials and the general public.
- Experience with development of standard operating procedures, desk procedures, and/or processes; i.e. procedures and work instructions.
- Experience with analyzing and preparing data, tables and charts.
- Experience with preparing clear and concise reports; e.g. ad-hoc management reports, in a timely manner.

License and Other Requirements

The Fellowship Program is open to recent Master's graduates that meet the following requirements:

- Fluent in both written and spoken English.
- Can provide proof of legal right to work in the United States.
- Can pass a pre-employment screening process to include reference checks, background/criminal check and education check.
- Able to work full-time (40 hours/week) for two years.
- Possession of, or ability to obtain, an appropriate, valid driver's license is required. Individuals who do not meet the driver's license requirement due to a disability will be considered for a reasonable accommodation on a case-by-case basis.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an assessment of the candidate's written skills, computer skills, and an oral board interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.



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To Apply

Submit application, cover letter, and resume at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

In the work experience section of the online application, school projects, volunteer and extracurricular activities may be included in lieu of work experience.

Participants in the Fellowship Program must adhere to all City Policies and Procedures including participating in the Harassment and Prevention training.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, testing dates, and interview scheduling. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

The City provides an excellent array of benefits that includes the following. If approved in the 2019/2020 City of Milpitas Operating Budget effective July 1, 2019, this position will be eligible for a benefit package similar to the "Limited Service (Temporary) Employees Benefit Package." Benefits to include Medical, Dental, and Vision Insurance,

See the following link.

<http://www.ci.milpitas.ca.gov/wp-content/uploads/2019/03/Benefit-Matrix.pdf>

**** NOTE:** Position, Salary, Benefits and start date is subject to approval of funds in the City of Milpitas 2019/2020 Annual Budget. The City of Milpitas retains the right to repost this position as deemed necessary.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.