

CITY OF RIVER FALLS
JOB DESCRIPTION

MANAGEMENT ANALYST FELLOW

(Temporary – One year assignment with possibility of one year extension)

Department: City Administration

FLSA Status: Non-Exempt

Reports to: Chief of Staff

Date: January 2025

Anticipated Start Date: Spring/Summer 2025

Open until filled with review of applications upon receipt

SUMMARY

The Management Analyst Fellow is a member of the Office of the City Administrator team and operates under the supervision of the Chief of Staff. This role works across City departments providing support with special project assistance that includes research, analysis, presentation, and recommendations. This position collaborates with appointed and elected City officials, City board and committee members, department managers, staff, stakeholders, and the public, fostering positive relationships with all involved parties.

Assignments require the use of discretion and care in the handling of confidential and sensitive information. The Management Analyst Fellow maintains professionalism, tact, and diplomacy when interacting with staff, leadership, and community stakeholders in the planning and coordination of work efforts. The assignments of this position are likely to include a high level of collaboration and communication across departments and will require an agile approach to workflow.

The Management Analyst Fellow will be a part of the [2025 ICMA Local Government Management Fellowship Cohort](#).

ESSENTIAL FUNCTIONS

- Assists the City Administrator and Chief of Staff through the preparation of letters, responding to City Council member inquiries, memorandums, research reports, and handling special projects.
- Prepares reports, collect data, conduct research, and develop recommendations as assigned.
- Acts as project coordinator on citywide projects as assigned.
- Aids in preparation for and administration of local elections.
- Attends the Executive and Management Team meetings in an observational capacity.
- Attends City council meetings, council workshops, and various other events taking place outside of normal working hours.
- Assists with City communication, including publications and reports as assigned.
- Assists with the facilitation of city events.
- Assists with proofreading, editing, and analyzing various City documents, such as ordinances, budgets, and general correspondence.
- Performs work of a confidential nature.
- May be asked to serve as a member of internal or external committees and teams.
- Other duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Must have excellent organizational skills and attention to detail.
- Excellent communications skills; able to tactfully interact with all employees and external customers.
- Must maintain confidential and sensitive information.
- Manage and prioritize multiple tasks and meet deadlines.
- Knowledge of Microsoft Office suite (Word, Excel, PowerPoint, Outlook, and Publisher), SharePoint, and Canva.

QUALIFICATIONS/EDUCATION and EXPERIENCE

Minimum

Master's degree in public administration or related field.

- Applicant must be a recent graduate of, or student enrolled in their second year in a public administration, public policy, or related master's degree program.

WORKING CONDITIONS

We strive to provide a supportive and inclusive work environment, including office setup, equipment, and facilities. Flexible work hours including some evening hours as needed. Remote work opportunities based on position and department needs.

Work is performed primarily in a standard office environment that requires:

- Use of computer equipment with sitting and/or standing on a continuous basis
- Sufficient mobility to move about an office setting with ease
- Occasionally lift, bend, stoop and retrieve files and boxes weighing up to 25 pounds
- Operate office equipment requiring repetitive finger/hand movement

Work performed outside the office environment may include:

- Standing, sitting, movement at events held outdoors on grass, concrete, or trails

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.