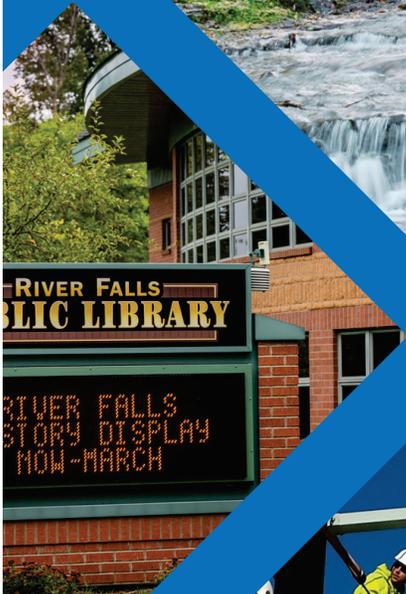




# Management Analyst Fellow

## 2025-2026

Work Plan Salary  
\$25.96/hour, \$54,000 annually



## THE COMMUNITY

River Falls, Wisconsin was founded in 1848 and was incorporated as a City in April 1885. Today, the City of River Falls is a thriving and growing community home to approximately 17,000 residents. Located just 30 minutes from the Twin Cities in western Wisconsin, River Falls is known for its scenic beauty, outdoor activities, arts and cultural events, and hometown charm. The city is also home to the University of Wisconsin-River Falls (UWRF), Chippewa Valley Technical College (CVTC), and multiple corporate parks housing numerous home-grown, regional, national and international businesses.

UWRF has been a staple of the River Falls community since 1874. The main campus is situated on 226 acres in the heart of River Falls and includes 26 buildings and two lab farms. Enrollment is approximately 6,500 students.

The city is nationally known for its Kinnickinnic River, a Class 1 trout stream that flows through downtown. River Falls currently holds designations as Bird City, Bee City USA, Tree City USA, a bronze-level biking community, a Monarch City USA community, Playful City USA and more. Further, the City of River Falls has been nationally recognized for its renewable energy efforts, with its municipal utility ranking second in the nation for green power participation in 2022.

## THE ORGANIZATION

The Mayor and City Council comprise the governing body for the City of River Falls. Seven alderpersons are elected for two-year terms to the council: one member from each of the four aldermanic districts, three at large, and one mayor. The Common Council Bylaws regulate the business of the City Council by clarifying and summarizing City ordinances and policies or guiding the City Council in municipal matters. Except as otherwise provided by law, the City Council oversees the management and control of city property, finances, highways, streets, utilities, and public services.

The city is supported by approximately 120 full-time equivalent (FTE) employees that encompass traditional municipal services of Administration, Operations, Public Safety, Utilities, Community Development and the Public Library. The City Administrator serves as the Chief Appointed Official (CAO) of the city. The City Administrator serves at the pleasure of the Mayor and City Council.

## THE FELLOWSHIP EXPERIENCE

Under the direction of the City Administrator, Management Analyst Fellows are responsible for working across City departments to research and make recommendations on internal and external policies and procedures. Assignments require the use of discretion and care in the handling of confidential and sensitive information used to support management decisions, critical thinking in the identification and analysis of relevant data, effective problem solving in the development of policy recommendations, and professionalism, tact, and diplomacy in interacting with staff, leadership, and community stakeholders in the planning and coordination of work efforts. Each fellow is strongly encouraged to apply for and successfully obtain at least one grant to benefit the City.

There are several employee-led committees within the city, such as the Diversity, Equity, and Inclusion Team and the Healthy Fun Committee, which fellows are encouraged to join. Additionally, mentorship is a central part of the fellowship experience at the City of River Falls, and fellows are invited to monthly mentorship meetings with the City Administrator. Management Analyst Fellows are also encouraged to attend national and regional professional development conferences and trainings.

Projects for the Management Analyst Fellows in 2025-2026 may include, but are not limited to:

### Administration

- Assist in planning leadership team retreats
- Conduct research and provide recommendations on employee retention strategies
- Conduct staffing analysis in assigned areas
- Assist with preparation for and administration of elections

- Budget development and strategy for assigned functions
- Assist with preparation of the City's 2025 Annual Report
- Develop a dashboard for organizational performance metrics based on best practices
- Serve as a staff liaison to the University of Wisconsin's UniverCity Year program
- Conduct Mayor and Council pay study
- City Wiki/Key Document Index
- Conduct Hybrid neighborhood meeting platform and implementation plan
- Conduct Recreation fee schedule analysis
- Conduct Impact fee(s) internal review, analysis and policy recommendations
- Develop boards/commission/committee training plan

### **Public Services**

- Assist with the development of departmental continuity of operations plans
- Conduct feasibility analysis of additional school resource officers
- Conduct an urban forestry program analysis and develop a funding strategy
- Develop an ADA transition plan

### **Community Development**

- Create Whitetail Corporate Park greenspace/buffer plan
- Conduct traffic study policy development
- Assist with Cooperative Agreement development
- Assist with a Development review project and subsequent Developers Agreement
- Complete a historic cemetery improvement and maintenance plan
- Complete a rental property analysis report with potential recommendations
- Implement a project from the City's bike/pedestrian plan
- Research alley maintenance special assessments and create plan
- Conduct ComDev fee structure analysis and provide recommendations
- Research and draft an encroachment policy; collect data on encroachments to City property and determine path forward based on policy and staffing

### **Utilities**

- Develop 2025-2030 Electric Business Plan
- Develop 2025-2030 Water Business Plan
- Complete an overhead to underground electric conversion cost/benefit analysis
- Hydrant/water meter replacement plan