

SALARY: \$34,000.00 - \$34,000.00 Annually

Wichita State University Students

OPENING DATE: 01/06/2012

CLOSING DATE: 02/13/2012 5:00 PM

Non-Wichita State University Students

Opening Date: 01/06/2012

Closing Date: 02/01/2012 5:00 PM

DISTINGUISHING FEATURES OF WORK:

The Public Management Fellowship program allows current or recently graduated Master of Public Administration, Public Policy, or a related field student the opportunity to gain valuable career-related experience in virtually all areas of municipal operations. Fellows will be involved in research, analytical work and managing special projects. Management Fellows perform their work in the City Manager's Office and are offered opportunities to work with various government departments. Public Management Fellow positions are for a 12-month period. Fellows are eligible for City health and dental insurance, holiday pay and Sick Leave (not subject to the six-month probationary rule). Professional leave associated with their academic program is also available.

EXAMPLES OF WORK PERFORMED:

- Assists the City Manager's Office in researching high-level current issues.
- Acts as a liaison between the City and the community at City events.
- Attends meetings on behalf of or in conjunction with management.
- Plans and coordinates various meetings and conferences.
- Attends conferences and seminars that develop skill and knowledge.
- Participates in developing the City budget and Capital Improvement Program.
- Reviews, updates and implements operations policies and procedures.
- Assists in employee conflict remediation, Accident Review Board, and other employee-related issues.
- Conducts financial studies, and develops and presents recommendations.
- Develops portions of financial reports.
- Completion of work assignments may require operation of a vehicle.
- Reports directly to the City Manager and Assistant City Manager.
- Meets weekly with the City Manager regarding assignment status and workload.

These examples are not intended to be all-inclusive. Other related duties may be assigned as needed.

REQUIREMENTS OF WORK:

- Knowledge obtained from academic study and/or experience of the principles and practices of Public Management.
- Knowledge of the functions, practices and principles of information processing, analysis and management.
- Knowledge of the principles and practices of financial and management analysis.
- Ability to use a computer to access, interpret and record information, including developing spreadsheets involving basic mathematical and statistical operations.
- Ability to work with the four functions of mathematics.
- Ability to research, analyze, summarize and report findings.
- Ability to develop and maintain effective working relationships with associates, representatives of other organizations, and the public.
- Ability to communicate clearly and effectively, both orally and in writing.
- May require ability to acquire and maintain a valid Kansas Driver's License.
- An employee will not pose a direct threat to the health or safety of other individuals in the workplace.

REQUIRED EXPERIENCE AND TRAINING:

Applicants must be nearly completed in coursework toward a Master of Public Administration degree. Offers of employment are contingent upon passing a pre-employment physical, which includes drug screening, and upon satisfactory evaluation of a criminal record check.

Wichita State University students must submit application materials on or before February 13, 2012, at 5 pm. Information from all other applicants will be accepted until 5 pm February 1, 2012.

The following information must be submitted as an attachment to the job application in order to receive consideration:

A cover letter indicating goals, plans, and reasons for interest in the fellowship; A current resume listing education, including college/university attended, type of degree, and year completed for undergraduate and graduate programs; Official undergraduate and graduate college transcripts; A writing sample from the last three months (no more than three pages); and three references with daytime phone numbers.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.wichita.gov/CityOffices/HR/>

Job #601-01
PUBLIC MANAGEMENT FELLOW
LW

OUR OFFICE IS LOCATED AT:
455 N. Main
Wichita, KS 67202
316-268-4531
316-268-4531
<mailto:https://www.wichita.gov/mywichita/employment/openj>

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