

Russell P. Price: City Manager/HR Fellowship

ABOUT THE FELLOWSHIP

The City of Hamilton, Ohio's Russell P. Price: City Manager/ Human Resources Fellowship is an 11 month post-graduate program preparing individuals for a dynamic, management-oriented career in local government.

This position performs difficult and professional work in the Office of the City Manager under the direction of the City Manager and Director of Human Resources, with some supervision by department heads as necessary. Considerable leeway is granted in the exercising of independent and professional judgment.

The nature of the work performed requires that a Fellow establish and maintain close cooperative working relationships with operational and administrative personnel in other City departments and divisions. This position will provide statistical, financial and operational support to the City Manager's Office and Human Resources Department.

The City Manager/Human Resources Fellow will be a municipal change agent in a community undergoing significant revitalization, working on city-wide projects that enhance the quality and cost-effectiveness of local services and operations. The structure of this Fellowship will be primarily project-based, centered primarily out of the City Manager's office and with potential rotations to other departments, based on the interests of the Fellow and the needs of the City.

SALARY & HOUSING

The selected candidate, upon successful background check and drug screen, will be paid an annual salary of \$25,000. In addition to the annual salary, the City of Hamilton will pay for housing (\$1,000 per month) for the fellow to reside on the Main Street Corridor, within walking distance of City Hall, which is where the city and various community stakeholders are currently focusing their revitalization efforts. Health insurance benefits will not be provided. The City of Hamilton will also cover expenses for the selected fellow to attend a conference in relation to his/her duties.

[Click here to see photos of the Fellow's apartments on Main Street](#)

ESSENTIAL JOB FUNCTIONS

- Budget preparation and analysis
- Prepare financial reports, dashboards, and related statements for City Council
- Serve as city liaison to citizen-generated initiatives
- Drive other civic and employee engagement efforts through creative and cost-effective means
- Apply for and manage grants for city departments
- Serve as city liaison with outside consultants reviewing municipal operations, including coordination with relevant departments, evaluation of information, and development of implementation strategies
- Coordinate with numerous departments to create a performance-based annual budget and strategic plans
- Identify opportunities to streamline operations and service delivery
- Aid senior management in the creation of succession plans for key city positions
- Review and suggest modifications of city policies
- Shadow City Manager, Deputy City Managers, and other senior management in meetings with strategic partners, citizens, business owners, city employees, and other stakeholders
- Become an integral member of committees serving to implement the city's vision and leverage its sustainability and innovative assets

QUALIFICATIONS

Prospective candidates will possess a master's degree or have completed all coursework towards a master's degree prior to July 1, 2016.



SKILLS/KNOWLEDGE/ABILITIES

- Knowledge/coursework in governmental finance, management, budget preparation, and GFO standards
- Extensive coursework in policy analysis, and municipal operations
- Knowledge or interest in adopting leading innovations in city service delivery
- Ability to utilize personal computers and business software in financial and cost modeling applications;
- Ability to make sound business decisions under tight operating deadlines;
- Ability to perform difficult financial analysis and communicate the results in a clear and concise manner;
- Strong public speaking and presentation skills
- Ability to perform tasks with ingenuity and inventiveness;
- Ability to perform work with accuracy and attention to detail;
- Must be results oriented, passionate, creative, driven to high success and performance

TRAINING/EDUCATION/QUALIFICATIONS

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Government/Political Science, Finance, Business Administration, Communications, Organizational Development, Human Resource Management or a related field; and
- Active pursuit or completion of a Master's Degree in Government/Political Science (MPA/MPP), Finance, Business Administration, Communications, Environmental Sciences, Urban & Regional Planning or closely related field

ESSENTIAL PHYSICAL ABILITIES

- Clarity of speech and hearing which permits the employee to communicate well with City employees and the general public
- Sufficient vision, with or without correction, which permits the employee to produce and review a wide variety of reports
- Sufficient manual dexterity which permits the employee to operate a keyboard, produce hand-written materials, and lift and move equipment or materials from time to time
- Sufficient personal mobility, which permits the employee to visit and inspect other City and fieldwork locations

ADDITIONAL INFORMATION

- The City will pay as part of the Fellow's compensation, an amount attributable to the monthly base rent for the Fellow's housing at a location selected by the City
- The City of Hamilton will not pay for or reimburse expenses related to relocation or apartment furnishings (all apartments include kitchen appliances and a clothes washer and dryer)

SELECTION PROCESS

- Applicants are evaluated on all materials submitted. Academic papers and cover letter will be used to evaluate writing skills.
- Interviews will take place via conference call or in person, depending on the applicant's geographic location
- The City will hire one (1) fellow annually with the selection being made prior to Friday, May 6th, 2016.

HOW TO APPLY

- Submit a detailed cover letter and resume no later than Friday, April 15th, 2016
- Submit two (2) writing samples reflecting your knowledge and/or work experience in political science, public administration, or economic development.
- Provide three (3) letters of reference (two must be from professors who have first hand ability to evaluate your academic performance).

Applications shall be mailed or e-mailed to:
City of Hamilton Civil Service & Personnel Dept.
345 High Street
Hamilton, Ohio 45011
boyce.swift@hamilton-oh.gov



About the City of Hamilton's Fellowship Program

ABOUT THE PROGRAM

The City of Hamilton, Ohio's Fellowship Program comprises of three 11-month post-graduate fellowships preparing individuals for a dynamic, upper management-oriented career in city management, utilities, engineering, economic development. This competitive, nationally-recognized program has been attracting students from top graduate schools, including Indiana University (SPEA), Miami University, Ohio State University, and Syracuse University (Maxwell School), since its initiation in 2011.

If you are interested in challenging and stimulating public-sector work, this is an excellent opportunity to make a meaningful contribution to a progressive and historically significant city. This program gives selected participants unique access and insight into the efforts of a mid-sized city government working to resolve some of its most pressing issues, and provides unparalleled opportunities to meet and network with executives, managers, and elected officials.

The selected Fellows will undertake a variety of short and long-term management-level projects, both self-initiated and assigned, related to the successful operations of the City of Hamilton. These assignments typically entail, but are not limited to: research and analysis of best practices, development of standard policies and procedures, strategic planning and implementation, budgeting, performance measurement and management, and assistance in obtaining grants and other funding.

The City's three Russell P. Price Fellowships are:

- City Manager/Human Resources Fellowship- focuses efforts in general city management
- Economic Development Fellowship- focuses efforts on economic development
- GIS Fellowship- focuses efforts in strategic planning, information technology, and GIS.

Please see the individual Fellowship positions for more information as they are updated yearly to reflect new projects, and directions needs in various departments.

Past projects and responsibilities include:

- Participate in the City's innovation and sustainability work group
- Preparing and monitoring utility-wide operating and capital budgets, with revenues in excess of \$138.6M and expenditures (including capital) in excess of \$172M
- Participating in revitalization efforts for Hamilton's urban core
- Working with IBM on Smarter City Initiatives
- Using GIS for storm water flow analysis
- Developing a 10-year, lifecycle-based, strategic capital budget
- Creating and maintaining operational/financial performance management database
- Building relationships with business community
- Conducting feasibility analysis of converting city fleet to CNG
- Managing communications and public relations for development projects and strategic City initiatives
- Drafting safety and emergency management plans for the City's hydroelectric facilities



Past fellows (far left and far right) receive Honorable Mention Award at the Business Courier's Green Business Awards for the Meldahl Hydroelectric Plant



About the City of Hamilton

LIVE

The City of Hamilton, OH is located centrally in the Cincinnati/Dayton metropolitan area, and is home to 63,000 residents. Hamilton is an affordable and convenient community to in which to live, with a wide variety of neighborhood types, from Downtown living to suburban cul-de-sacs. The City is enjoying increased investments in the historic neighborhoods and the areas that surround the urban core. A notable residential development is the \$8.6 million renovation of the Historic Mercantile Lofts. Adjacent to the Mercantile Lofts is Artspace, a \$10.2 million renovation consisting of 42 loft style apartments allocated to artists, including a ground level gallery to showcase their work. The neighboring Main Street Corridor, where you will be residing, is the new focus of Hamilton's revitalization efforts. On Main Street, the Hamilton CORE has acquired many properties for reuse.

WORK

Hamilton is home to a wide range of industries, from international high-tech manufacturing companies to local entrepreneurs in the City's Downtown business incubator. Since Hamilton is the County Seat, many County and City government workers also work Downtown. In 2015, Barclaycard and STARTEK, two international call center companies, announced their decision to locate in Hamilton, bringing over 2,100 jobs to the area.

PLAY

Hamilton is designated the "City of Sculpture" due to its preponderance of public art scattered throughout the city and its commitment to the arts. A regional campus of Miami University, and the county seat of Butler County, Hamilton offers a large variety of activities for the active individual. The City owns two 18-hole golf courses and features the oldest and largest motocross (BMX) track in Ohio, a radio-controlled airplane field, and miles of walking and biking pathways along the Great Miami River. Residents and visitors also enjoy the Fitton Art Center and Pyramid Hill Sculpture Park, a drive-in movie theater, performances by the Fairfield-Hamilton Symphony Orchestra and Greater Hamilton Civic Theatre, the annual Operation Pumpkin event (with pumpkin trebuchet and carving contest), and the bi-annual IceFest (with ice carving competitions). Finally, RiversEdge, a large recently opened amphitheatre overlooking the Great Miami River has already hosted regional and national musical acts, including the Revivalists and Pokey Lafarge. It also happens to be adjacent to Main Street and downtown.



Historic Mercantile Lofts



The City of Sculpture at night



Become a Fellow

QUALIFICATIONS

Prospective candidates will possess a master's degree from an accredited graduate program in a related field by July 1, 2016 (see individual Fellowship descriptions). The City of Hamilton is looking for creative, passionate, bright Fellows who are dedicated to reinventing government, reinventing "rustbelt," and imprinting their ideas on the fabric of a city, and are:

- **INNOVATIVE:** Bring bold perspectives and offer unique outside experiences to the organization.
- **ENERGETIC:** Provide enthusiasm and focused energy to important high-priority projects.
- **VERSATILE:** Play an important role coordinating, facilitating and managing projects that require the involvement of multiple departments and utilize various skill sets.
- **LEADERS:** Be dedicated to becoming effective leaders by gaining experience in different aspects of local government.

Successful Fellows will have the requisite skills, knowledge, and ability to:

- Perform complex business and statistical analyses and communicate the results in a clear and concise manner
- Make sound business decisions under tight deadlines
- Effectively engage a diverse audience and present information to citizens, city management and employees, and elected officials
- Work well independently and in a team setting

"The Hamilton Fellowship Program is dedicated to providing a unique opportunity to exceptional young professionals to imprint their ideas, creativity, and passion upon the City of Hamilton. As Hamilton becomes an aggressive, dynamic, and agile organization, we seek those same bold qualities in members of our team to expedite our transformation. I think this Fellowship program clearly demonstrates our City's progressive commitment to, not only shaping future leaders, but allowing those young leaders to shape the future of their City."

- City Manager Joshua A. Smith, ICMA-CM



A past fellow (middle) featured in news article about millenials in local government (Photo courtesy of Greg Lynch)

POST-FELLOWSHIP: BUILDING A CAREER

One of the goals of this Fellowship Program is to prepare the selected individuals for a successful career in utilities, engineering, economic development, and/or local government. In this aim, Hamilton provides all its Fellows with professional development opportunities designed to give them a fast-track experience to upper management. Although post-fellowship employment with the City is not guaranteed, past Fellows have been hired into the City Manager's office, Economic Development, Department of Energy Management, and Utility Business Affairs following their fellowship.



A past fellow participates in Energy Week

City of Hamilton
BUTLER COUNTY OHIO

