



City of Klamath Falls, Oregon  
Job Description

## **MANAGEMENT FELLOW**

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**DEPARTMENT/DIVISION:** Administration

**GRADE:** NR6

**GROUP:** Non-Represented

**FLSA STATUS:** Exempt

**EFFECTIVE DATE:** November 2017

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### **SUMMARY**

This is a limited duration full-time position working under the general direction of the City Manager or Department Directors as assigned. The Management Fellow will assist with special projects and assignments in various Departments/Divisions throughout the City.

### **EXAMPLES OF DUTIES**

The duties of the Management Fellow include, but are not limited to, the following:

- Works on assigned special research projects.
- Confers with departments concerning administrative and operational issues; gathers and organizes information; analyzes data, and makes appropriate recommendations to Department Director(s) and City Manager.
- Advises on budgetary and financial issues; performs a variety of research and financial analysis and cost-benefit feasibility studies; compiles statistical performance data.
- Coordinates interdepartmental activities with Department Directors and other City personnel.
- Conducts studies, analyzes data, accepts public input and prepares reports relating to areas of responsibility as directed.
- Makes presentations to City Council, Boards and Commissions, and Staff as required.
- Performs special projects and related duties as assigned.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATION REQUIREMENTS**

### Education and/or Experience:

A Master's Degree from an accredited college, university or equivalent in Public Administration, Public Policy, Business Administration, Economics, Planning, or a closely related field. This position is designed for individuals recently completing a Master's program who have a desire to work in local government. Professional work experience is not a requirement.

## **KNOWLEDGE, SKILLS and ABILITIES**

The requirements listed below are representative of the knowledge, skills and/or abilities required.

Knowledge of: Principles of public administration, current social, political, and economic trends affecting municipal government; applicable Federal and State laws affecting local government with emphasis on Oregon's land use System; principals and methods of statistical analysis and research; local government organizations; intergovernmental relations; and strategic and long-range planning.

Skill in: Research and analysis; system evaluation; communication including active listening; building and maintaining effective professional relationships; complex problem solving including building forward looking models and using mathematics to solve problems; judgment and decision making; project management and time management.

Ability to: Interact effectively with the City Council, City Manager, department directors, other City employees and the public; analyze complex administrative problems and make sound policy and procedural recommendations; communicate clearly and concisely, both orally and in writing; handle multiple demands and competing priorities; use initiative and work independently after receiving initial guidance; properly interpret and make decisions in accordance with applicable laws, regulations and policies; and prepare complete and accurate reports.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand and walk; use hands to finger, handle, or feel

objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance; and stoop, kneel, or crouch.

The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

The duties of this position are performed in a temperature-controlled, well-lit office environment.

The noise level in the work environment is usually quiet.

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The City of Klamath Falls is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Klamath Falls will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.