



OUR CITY

Fort Lauderdale is the city you never want to leave. From the rich, natural beauty of our world-famous beach, waterways, and cultural offerings, to the array of entertainment and educational opportunities. Incorporated on March 27, 1911, the City of Fort Lauderdale is framed on the east coast of Florida by seven miles of golden sand beaches and bordered on the west by the Everglades. At nearly 36 square miles and with an estimated population of 186,220 Fort Lauderdale is the largest City of Broward County's 31 municipalities and the seventh largest city in Florida.

Our semi-tropical climate is highlighted by more than 3,000 hours of sunshine each year and pleasant year-round ocean breeze. The picturesque Riverwalk serves as the cornerstone of the City's arts, science, cultural and historic district that features the Broward Center for the Performing Arts, Museum of Discovery and Science, Museum of Art, and Fort Lauderdale History Center. Las Olas Boulevard has gained international acclaim as Fort Lauderdale's centerpiece of fashion, fine dining, and entertainment.

Once known strictly as a tourism-based economy, Fort Lauderdale now supports a diverse range of industries, including marine, manufacturing, finance, insurance, real estate, high technology, avionics/aerospace, film, and television production. Fort Lauderdale is establishing itself as a world-class international business center and one of the most desirable locations for new, expanding or relocating businesses.

OUR ORGANIZATION

The City of Fort Lauderdale is a dynamic team and goal-driven workforce dedicated and committed to delivering exceptional services. Our employees are passionate about making a difference and achieving our mission: "We Build Community." We are a fast-paced organization that operates by vision, strategy, and action. It is our goal to provide employees with the opportunity to build upon their strengths, produce quality work, and enjoy a professional and rewarding career.

MANAGEMENT FELLOW WORK PLANS

The City of Fort Lauderdale is seeking two qualified team members to serve a two-year Fellowship. Fellows will be housed in the City Manager's Office Divisions of Neighbor Support or Government Affairs & Economic Development for the duration of their two-year Fellowship. The first-year will provide the Fellows with more structure as they work full-time on division-specific projects and become acclimated to the City and its operations. The second year will provide more flexibility, as the Fellow will complete projects for departments based on work plans established between the Fellows and departments of interest.

DIVISION OF NEIGHBOR SUPPORT

Under the leadership of the City Manager, the Neighbor Support Division provides quality outreach and enhanced services to our neighbors, visitors, and partnering agencies. The division is responsible for coordinating City services, responding to neighbor-initiated requests, and doing community outreach through the City's various of civic and homeowners associations.

The Division administers an array of programs and initiatives to enhance the quality of life in our neighborhoods. The Senior Management Fellow would assist with monitoring, executing, and enhancing the services provided to our neighbors. Responsibilities may include:

- Administer the Neighbor Leadership Academy
- Responsible for Adopt-A-Street and Adopt-A-Drain Programs
- Process City Block Party Requests
- Responsible for the Lobby Art Gallery Program
- Administer the City's Neighborhood Recognition program
- Assists the Neighbor Volunteer Office
- Supports staff with neighbor inquiries, event planning, and other duties as assigned
- Enhance and update the division's webpage
- Attends Homeowners Association/Neighborhood Association and community meetings/events
- Serves as the Council of Fort Lauderdale Civic Associations Liaison
- Attends City Commission meetings and City Manager Agenda Briefings
- Responsible for Commission Action Items
- Assists with the implementation of Community Court services
- Create and update the Neighbor Support Newsletter
- Be a helping hand during Neighbor Support Night



DIVISION OF GOVERNMENT AFFAIRS & ECONOMIC DEVELOPMENT

Under the leadership of the City Manager, the Division of Government Affairs & Economic Development combines two key elements in local government: lobbying for state and federal funding and providing our local business support. The Economic Development team provides quality programming and support to all businesses within the city in all its life cycles. Promoting the City's Initiative of Live, Work, Play, Invest.

As the geographic center of the Miami-Fort Lauderdale-West Palm Beach Metropolitan Statistical Area (MSA), the City of Fort Lauderdale has everything a business needs to succeed: a diversified and educated workforce; a large market with disposable income; easy access to national and international markets; world-class educational opportunities; business-friendly government; and an outstanding lifestyle. The Senior Management Fellow would assist with developing, executing, and enhancing the services provided to our local business owners. Responsibilities may include:

- Assist the division in executing Commission Annual Action Plan initiatives
- Attends and supports the Economic Development Advisory Board
- Administer the Business, Engagement, Assistance & Mentorships (BEAMS) Academy
- Coordinate Sister City events
- Enhance and update the division's webpage
- Assist in department budgeting analysis
- Attends City Commission meetings and City Manager Agenda Briefings
- Responsible for Commission Action Items
- Attend and support business expos and career fairs as needed
- Supports staff with event planning and other duties as assigned
- Be a helping hand during City events
- Serves as a liaison to the Noise Control Advisory Committee
- Responsible for representing the City during community and business luncheons



SECOND YEAR FELLOW RESPONSIBILITIES

The City of Fort Lauderdale is one of the few Local Government Management Fellowship Hosts in the country offering a two-year fellowship. During the second year, Senior Management Fellows support departments and divisions with high level project research and implementation.

Fellows will enhance and broaden their knowledge in communication, financial management, human resource management, economic development, and civic engagement. There will be additional opportunities to deepen their understanding of the budget process and capital improvement planning. Previous Fellow responsibilities have included:

- Creating informational memorandums to the City Commission
- Performing a policy review for the Finance Department
- Obtaining a Habitat Conservation Plan Grant
- Facilitating staff meetings with City Management and Department Heads
- Recommending code amendments to improve services and processes
- Developing cost-estimates for major city projects and initiatives
- Creating neighbor and business surveys
- Designing, developing, and implementing new City-wide programs