

Yale University President's Public Service Fellowship Summer 2021

Proposal for Fellow working remotely for organization

- Organization: New Haven Board of Alders Office of Legislative Services
- Full street address of organization: 165 Church Street, 2nd Floor, New Haven, CT 06510
- Website: www.newhavenct.gov
- Name and title of person who will be the Fellow's direct supervisor: Albert Lucas, Director, Legislative Services.
- Phone number and e-mail address of proposed direct supervisor: (203) 946-8371. alucas@newhavenct.gov
- Placement dates: Anytime during this period is acceptable. June 1-August 13, 2021.
- Are placement dates flexible? Are you able to accommodate a Fellow working in a different time zone? Yes. placement dates flexible. Yes, we can accommodate a Fellow working in a different time.
- Proposed 37.5 hour per week work schedule: Monday -Friday 9-5 p.m.
- Organization description:
The Office of Legislative Services serves as the research, outreach, and legislative drafting arm of the City of New Haven's legislative body- The New Haven Board of Alders.
- Write a 1-2 sentence summary of the work that the Fellow would be conducting: Fellow will help conduct citywide surveys, draft newsletters, work on local legislation, work on charter reform and police reform and the legislative body through its Director of Legislative Services, with press conferences, community meetings and finding and implementing governmental best practices.
- Write a more complete description of the specific project you propose and list the duties/outcomes expected of the Fellow.

This is responsible staff and skilled work for the head of a major department. Work in this position requires the performance administrative tasks, independent action, and judgment. Work is performed with considerable independence. May arrange and schedule preparations for meetings of a Board or Commission, (may act as recording secretary) and, for all Director's staff meetings. Performs research on administrative and financial matters; analyzes data and prepares reports and recommendations. Assists in the compilation of data for members of the administrative staff. Reviews and revises, as necessary, procedures to improve workflow and productivity.

Meets with staff to discuss policies and procedures. Handles inquiries and procedures of records essential for accountability, or pertinent to departmental requirements. Under supervision of the Department Head and other work as required.

- List specific skills/experience required for this work:

Computer literacy skills, which include word processing, spreadsheets, databases, and e-mail.

Considerable knowledge of business English, spelling, and arithmetic.

Knowledge of the methods and principles of research and analysis.

Ability to maintain complex record systems and to assemble and prepare reports from such records.

Ability to express ideas effectively orally and in writing.

Ability to assign, schedule and supervise the work of a large staff of clerical employees.

Ability to establish and maintain effective working relationships with other employees and the public.

Ability to learn the use of word processing application programs used in assigned department with ease in a minimal amount of time.

Ability to learn municipal accounting procedures.

- Equipment/resources you will provide to help Fellow conduct work: Fellow will have access to an email and a phone number and if in person a phone and workspace. If remote a laptop will be provided.
- Briefly describe the work that Yale PPSF Fellows have done with your organization in the past and present. If you have not worked with Yale Fellows, describe any work that Yale students have done with your organization.

In the past fellows have helped conduct citywide surveys, worked on local legislation, worked on charter reform and police reform as assisted the legislative body with press conferences, community meetings and governmental best practices..
