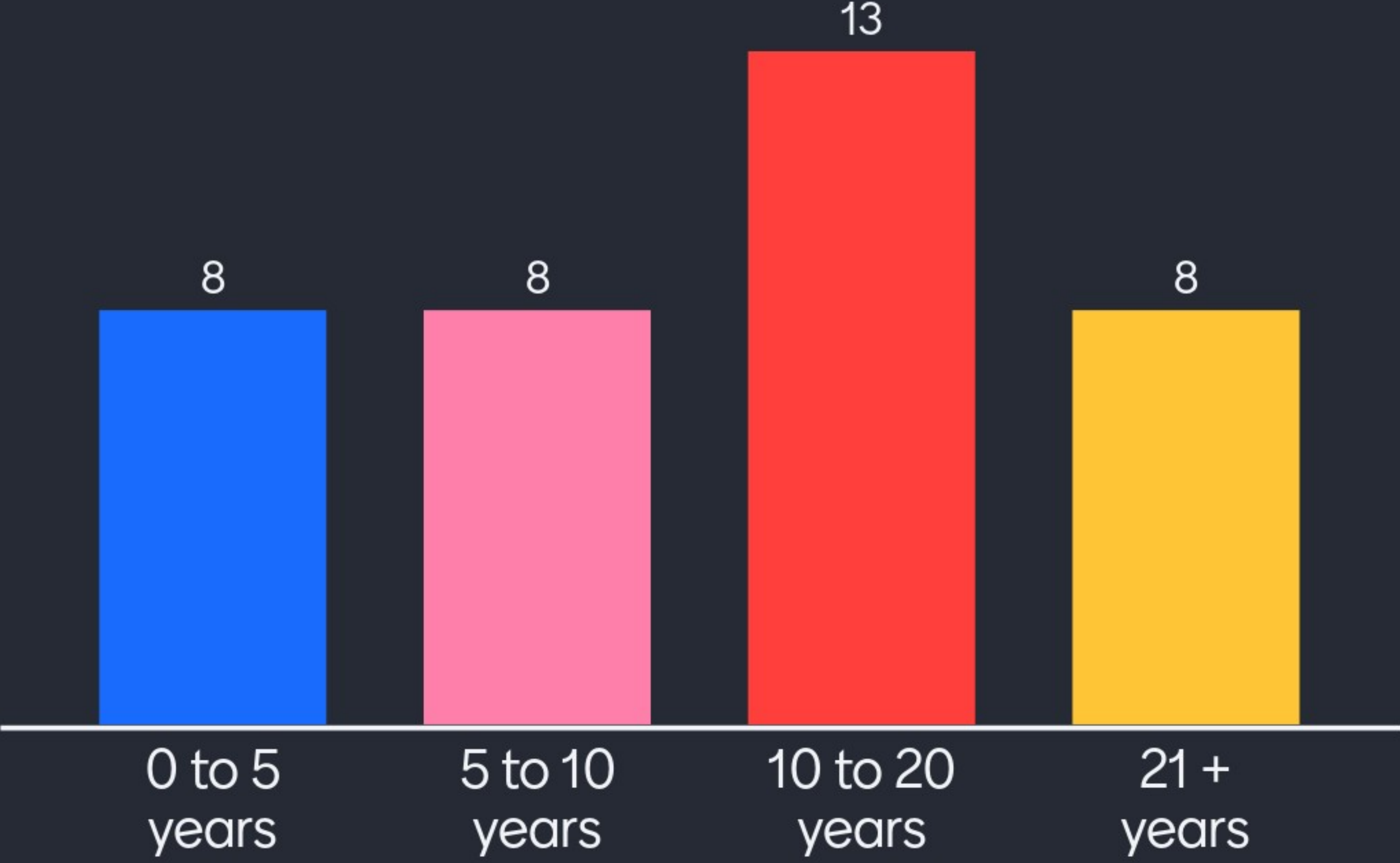


Your Career Journey: Planning, Executing, and Achieving

www.menti.com

7660 2797

How many years have you worked in government?



“I think there's no higher calling in terms of a career than public service, which is a chance to make a difference in people's lives and improve the world.”

- Jack Lew



Retirement Trends

- In 2009, 44% of respondents said that retirement-eligible staff were planning to postpone retirement, but in 2021 only 2% said this.
- In 2021, 38% said retirement-eligible staff were planning to accelerate retirement, compared to 12% in 2009.

City/County	# Posted Jobs
Avondale	12
Chandler	30
Coconino County	51
Flagstaff	21
Gilbert	24
Glendale	40
Goodyear	23
Maricopa County	121
Mesa	60

City/County	# Posted Jobs
Peoria	33
Phoenix	18
Pinal County	66
Queen Creek	5
Scottsdale	40
Surprise	19
Tempe	43
Yuma	20

My Hope Today...

1

Leave with a take-away action for self

2

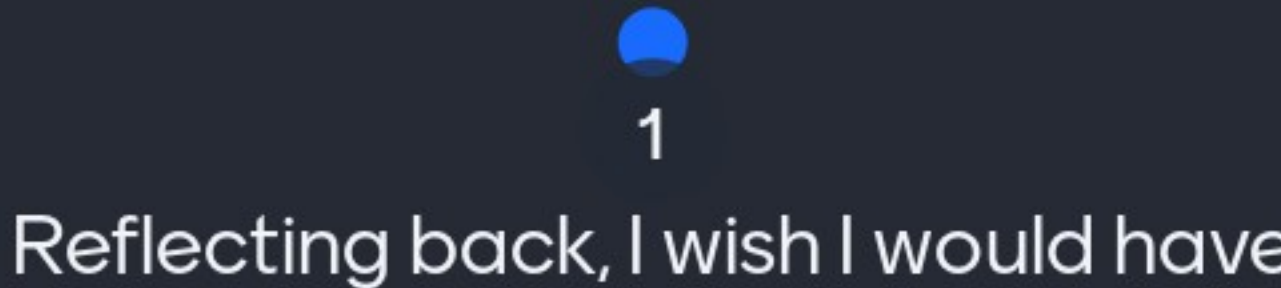
Share a tip/resource with a colleague

3

Plan to meet with a student and share information on government careers



Do you feel like you have ever taken a non-traditional move in your career - on the jungle gym or hopping a rock in the river?





Tools/resources
Best practices
Perspectives

Public Library Learning Resources

Gale Courses – Maricopa County, El Mirage, Gilbert, Goodyear, Show Low, Queen Creek

LinkedIn Learning – Chandler, Mesa

Peterson's Career Prep – Statewide Library Resources

Rocket Languages – Avondale, Glendale, Mesa, Peoria

SkillSoft – Phoenix

Universal Class – Scottsdale, Yuma



Special note: sample extract; many others are available



Government Learning Resources



government
technology



GOVERNING
THE FUTURE OF STATES AND LOCALITIES



afi Alliance
for Innovation



The Knowledge Network for Government

Join more than 300,000 of your federal, state and local government peers in innovating and problem-solving with free resources and trainings.



LIVE TRAININGS

Attend virtual & in-person events



ONLINE RESOURCES

Read our latest guides, reports, infographics & more



GOVLOOP ACADEMY

Learn with on-demand courses on tech & management



PROFESSIONAL DEVELOPMENT

Advance your government career with trainings & resources



NEWS & BLOG POSTS

Explore insights from our writers & gov community



DAILY AWESOME

Subscribe to our daily newsletter

What is a soft skill that you feel is important to help you grow in your career?



What is a technical skill that you feel is important to help you grow in your career?

Web crimes

Data analysis

Writing and communication

Procurement and Budget Overview

Budget

SharePoint

Data Management

Program variety

Data analysis

What is a technical skill that you feel is important to help you grow in your career?

Excel

Computer software

Technology

Data analysis

Writing

Analytics

Macros

Human Resources

Excel financial tracking

What is a technical skill that you feel is important to help you grow in your career?

Excel classes

Graphic design

Writing

Procurement and Budget Overview

Data analysis

Excel

Dashboard building

Power BI Reports

Technology

What is a technical skill that you feel is important to help you grow in your career?

Graphic design, budget

Budget

Electronic signature applications

Budget

Communication

Budget

Familiarly with website management

Human resource

Telling the story through data

What is a technical skill that you feel is important to help you grow in your career?

Data analysis

OML

Excel

Software, budget,

Updated with technology

Strategic planning

Yes

Not yet

No

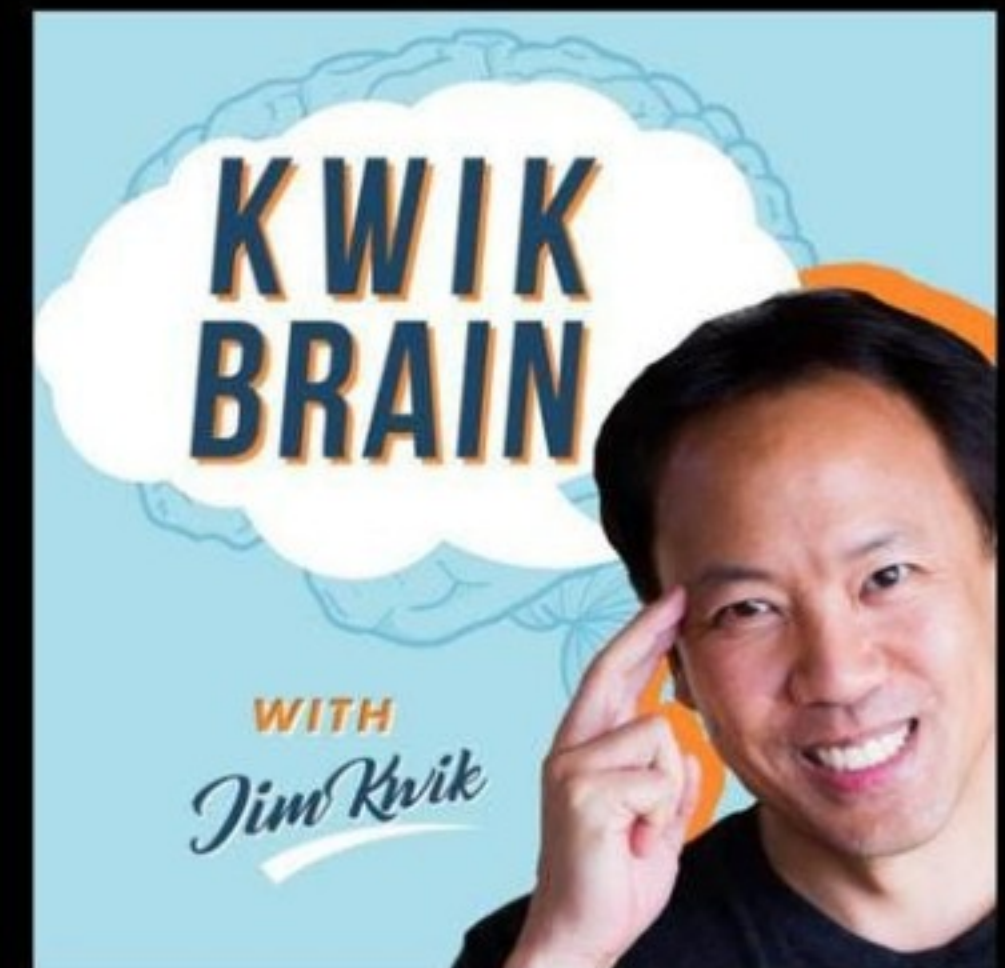
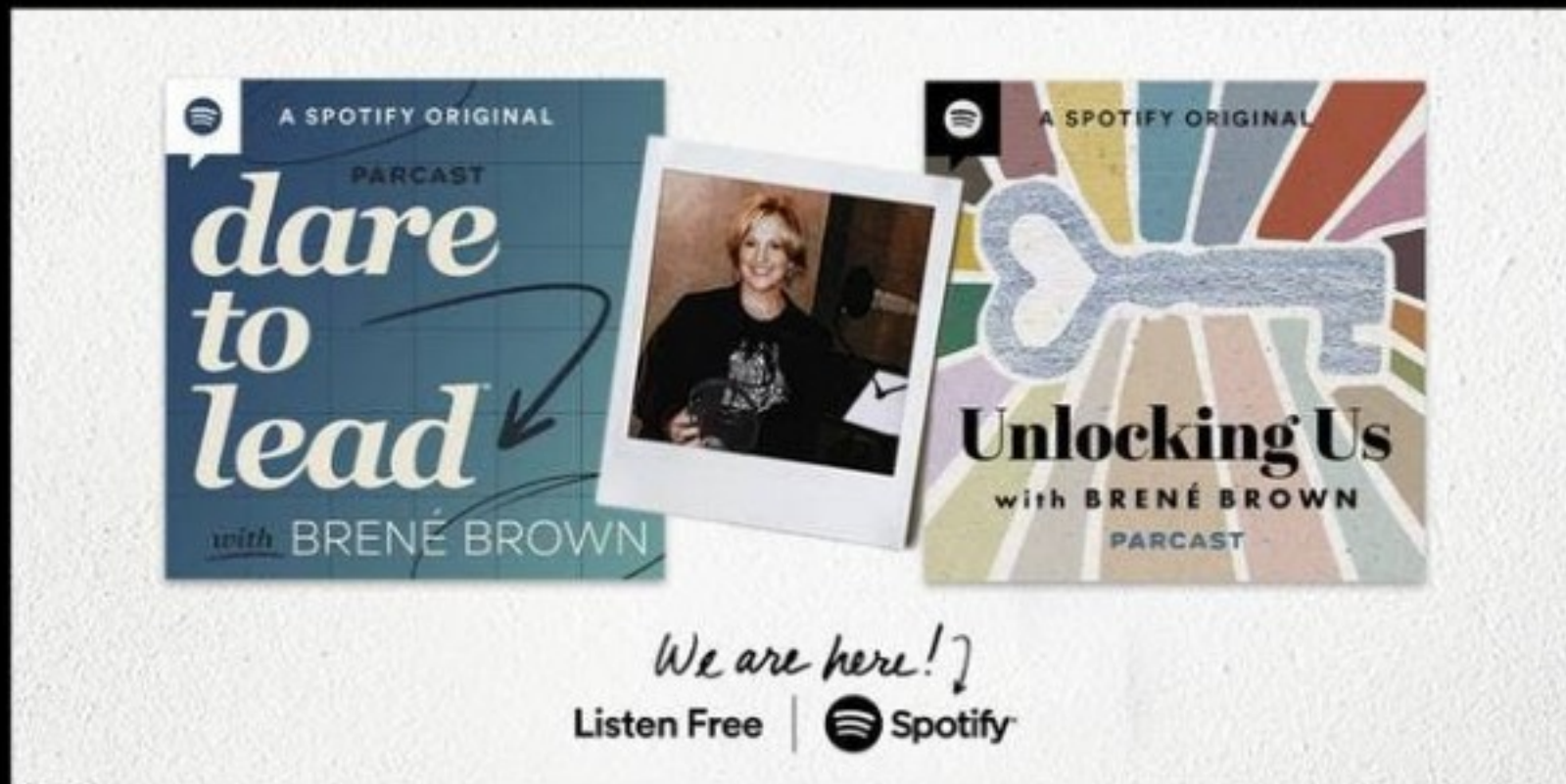


Podcasts

Mentimeter



FINDING MASTERY



Do you have a favorite podcast to share with the group?

Dare to Lead

Dateline

99% invisible

Unlocking Us

TED talks

Rachel Hollis podcast

Valley 101

Stuff You Should Know

Jay shetty's podcast

Do you have a favorite podcast to share with the group?

Unlocking us

Women in Data Science



Government Resources



Organizational charts

Job descriptions

Budget books

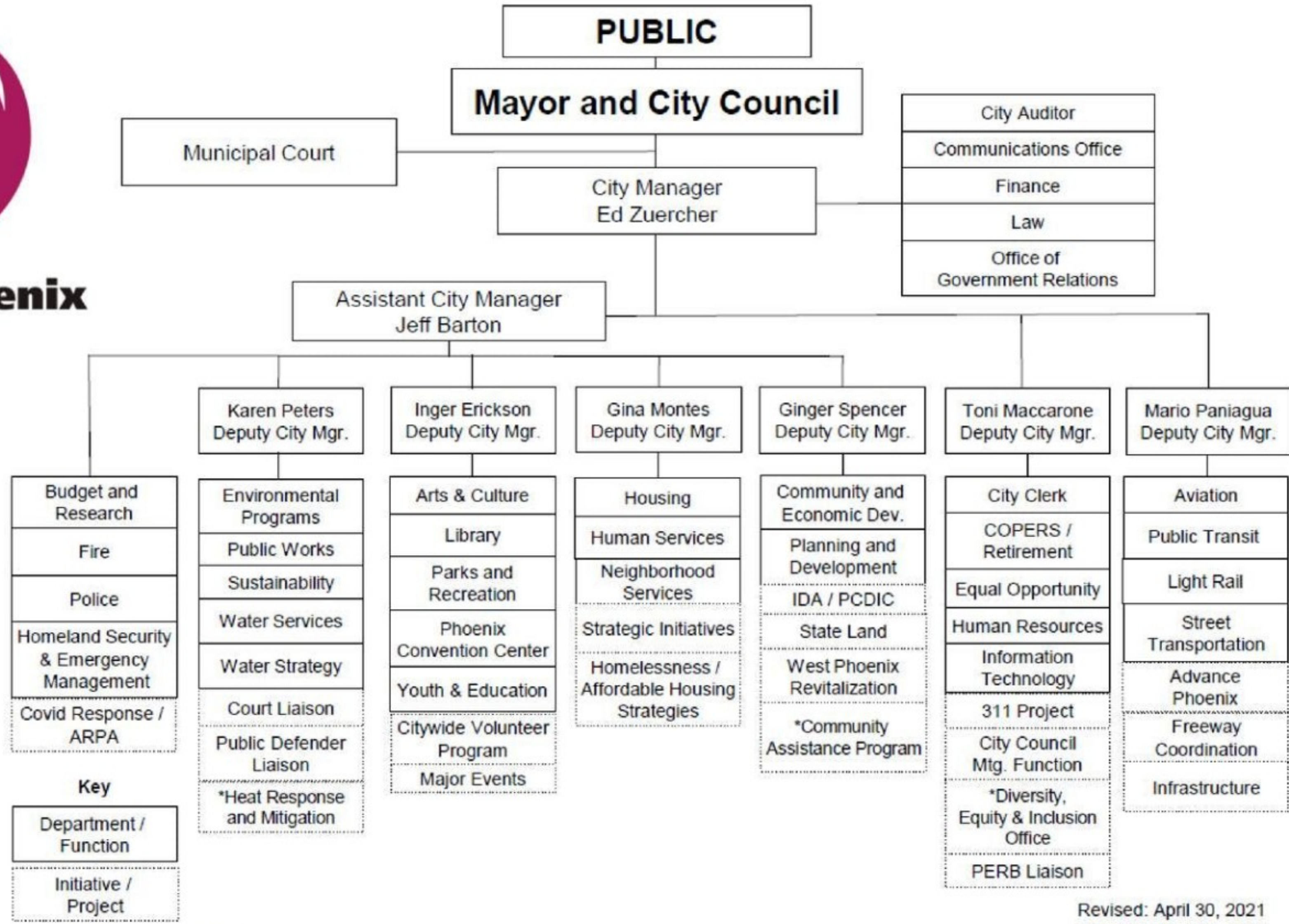
Annual reports

Master plans

Recorded Council/Board meetings



City of Phoenix

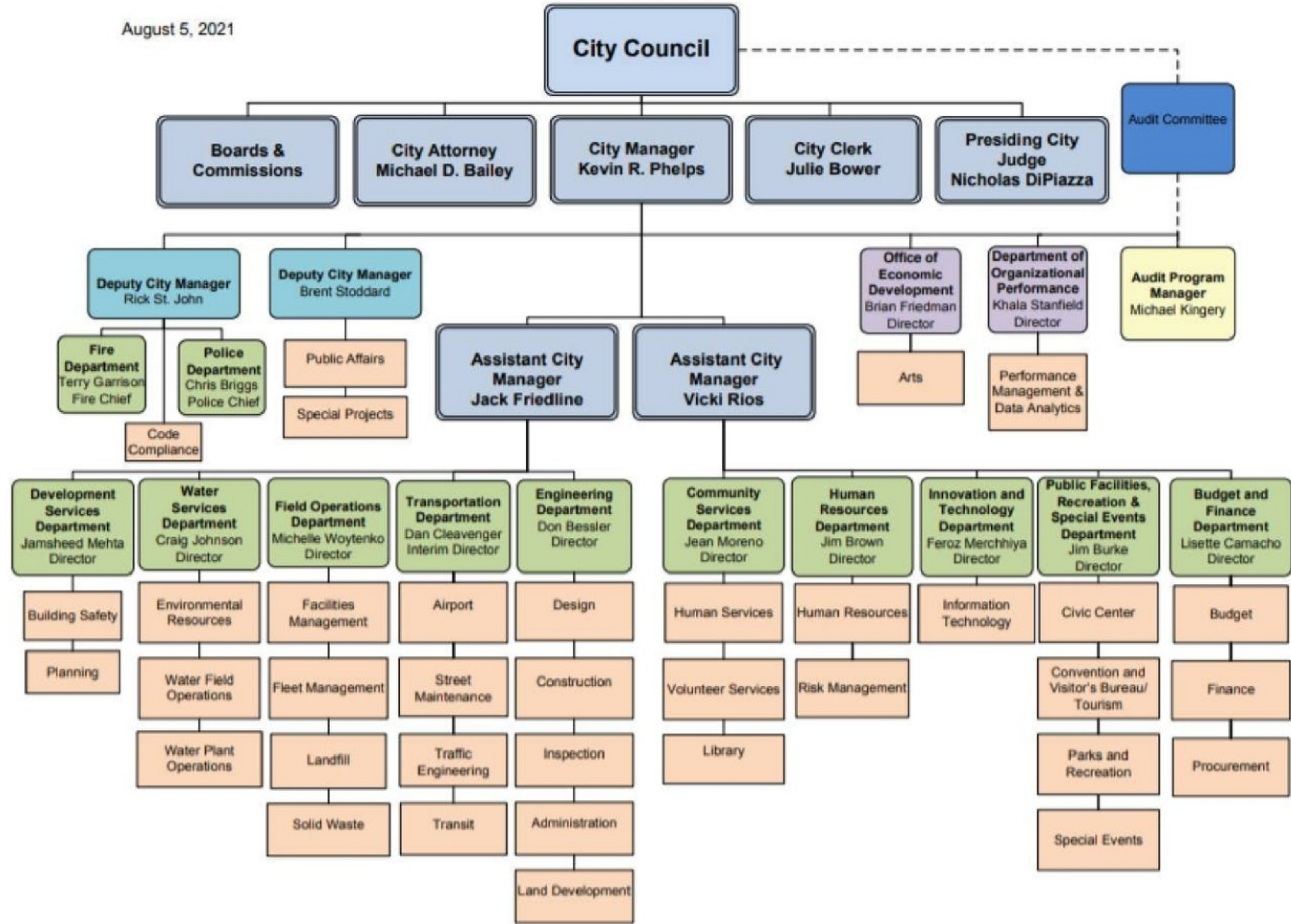


*Subject to Council Adoption

Revised: April 30, 2021
Effective: May 10, 2021

CITIZENS OF GLENDALE

August 5, 2021



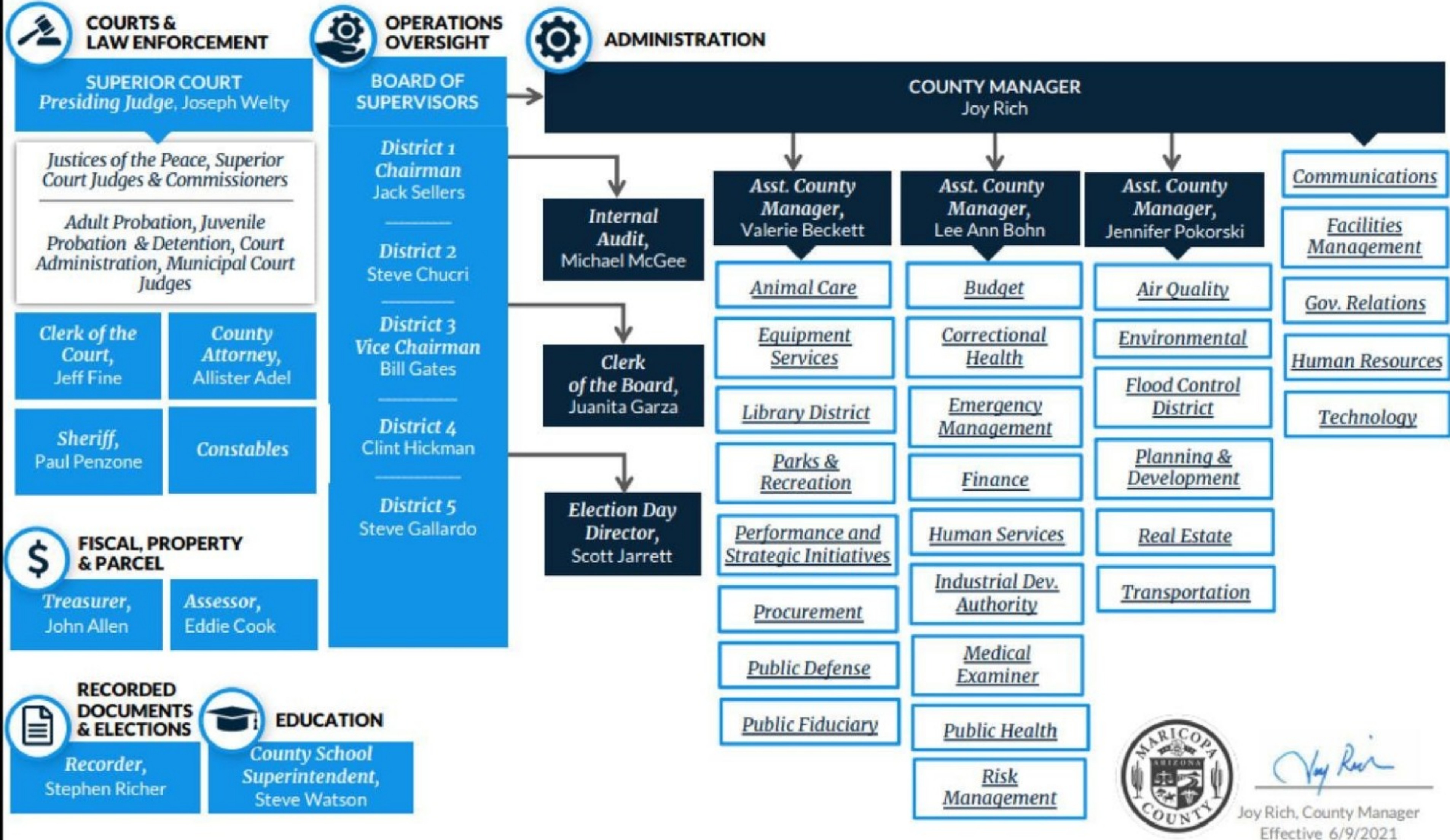
COMMUNITY INTEGRITY EXCELLENCE INNOVATION LEARNING

We improve the lives of the people we serve every day.

MARICOPA COUNTY ORGANIZATIONAL CHART

ELECTED

APPOINTED





Avondale

Aspiring. Achieving. Accelerating.

CITY DEPARTMENT HIGHLIGHTS



COURT

- ▶ Launched the AZPOINT Petition portal to accept and process electronic Orders of Protection and Injunction Against Workplace Harassment and Injunction Against Harassment petitions filed online.
- ▶ Provided a kiosk in the court lobby for the public to submit petitions on AZPOINT.



DEVELOPMENT & ENGINEERING SERVICES

- ▶ Completed the widening and re-alignment of Fairway Drive between the I-10 Interchange and Van Buren Street.
- ▶ Installed electric vehicle (EV) charging stations, enabling workplace charging for City employees. Launched Avondale's first Drive Electric campaign, and adding EV standards in the City's Zoning Ordinance.
- ▶ Completed the construction of two trails on the east levee of the Agua Fria River between Van Buren Street and the I-10 Freeway.
- ▶ Installed three Rectangular Rapid Flashing Systems at Lower Buckeye & Central Avenue, 119th Ave & McDowell Road, and Garden Lakes Parkway and the RID Canal.



The department will review, approve, and inspect new development, tenant improvements, and restoration. The number of plan sheets reviewed and inspections completed demonstrates the output to meet the department goal.

GOAL # 1

Measure	2019 Actual	2020 Actual	2021 Target	2021 Estimate	2022 Target
Average number of inspections performed (per inspector per day)	19	23	19	23	20
Number of building permit inspections performed	34,598	45,647	45,000	52,312	48,000
Number of building plan sheets reviewed	54,706	69,385	57,000	127,348	76,500
Number of building reviews completed	12,695	14,584	15,500	18,428	17,000



The department will ensure the health and safety of residents as it relates to property maintenance, zoning regulations, education, and enforcement. The number of cases opened, resolved, and inspections completed demonstrates the output to meet the department goal.

GOAL # 2

Measure	2019 Actual	2020 Actual	2021 Target	2021 Estimate	2022 Target
Number of new cases opened	4,988	4,872	5,000	4,630	4,800
Number of cases resolved	4,924	4,844	5,000	4,634	4,800
Number of inspections	11,564	22,489	12,800	23,270	14,000
Proactive inspections	3,052	3,762	3,800	3,614	3,750

POLICE TECHNOLOGY MANAGER

Class Title
POLICE TECHNOLOGY MANAGER

Class Code
P118

Salary ⓘ
\$92,344.00 - \$129,282.00 Annually

DEFINITION

BENEFITS

Job Description

Pay Grade: 29
FLSA Status: Exempt
Effective Date: 10/09
Revision Date: 8/17, 9/17
UNCLASSIFIED

Classification Summary:

The primary function of an employee in this class is to plan, direct and manage the operation of Police information systems, including application support, development, inventory and maintenance activities coordinating with city IT Personnel when necessary; This position supervises professional and technical staff;

Essential Functions:

Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

- Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; conducts interviews and makes hiring recommendations.
- Plans, develops, purchases and implements all police technology including the integration of all police automated systems;
- Oversees development, implementation, maintenance, operation and enhancement of multiple computer technologies including operating systems, application packages, custom developed software, CAD systems, database management systems and related software;
- Reviews proposals and oversees projects to ensure technical and departmental requirements are met; monitors time and dollar expenditures to ensure projects and budget meet established targets;
- Resolves project related problems by directing or performing reviews, analyzing the issues, and developing a clear resolution;
- Acts as local agency security officer (LASO) for the Federal Bureau of Investigation's (FBI) Criminal Justice Information System (CJIS); performs duties as detailed in the CJIS Security Manual; implements and enforces security policy and design; reviews FBI security requirements; maintains City of Chandler security certification; and monitors CJIS infrastructure for illegal activity and audit compliance;

Job Description:

- Compare
- Highlight
- Transferable skills
- Terminology
- Research
- Supplemental Questions

Watch Recorded Meetings:

- Language
- Style
- Terminology
- Community pain points/issues

Upcoming Events	
Title	Date
Planning and Zoning Commission	Nov 02, 2021 06:00 PM
Town Council Regular Session	Nov 03, 2021 06:00 PM
	08, 2021 05:00 PM
	08, 2021 05:00 PM
	06, 2021 04:00 PM
Parks and Recreation Advisory Board	Nov 16, 2021 06:00 PM
Stormwater Utility Commission Meeting	Nov 18, 2021 04:00 PM
Board of Adjustment	Nov 23, 2021 03:00 PM

ORO VALLEY, ARIZONA

Special	Special	9/17/2021 4:45:00 PM
Special Executive	Executive	9/17/2021 4:45:00 PM
Special	Special	9/15/2021 10:30:00 AM
Special Exec	MARICOPA COUNTY	
Formal		
Executive	Executive	9/13/2021 9:30:00 AM
Informal	Informal	9/13/2021 9:30:00 AM



United – Word to the wise: career advice from our women leaders



Watch later



Share

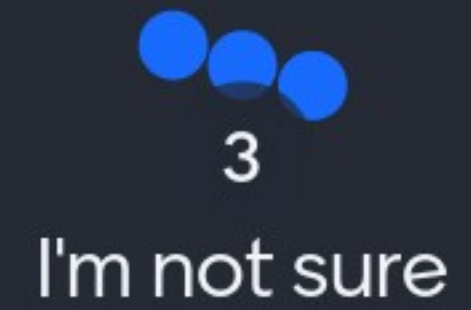
Taking your career to new heights
Advice from 5 extraordinary women



Watch on  YouTube



Do you think your supervisor or manager knows your career goals?



Mentoring

formal or informal

Be a protégé

Be a mentor

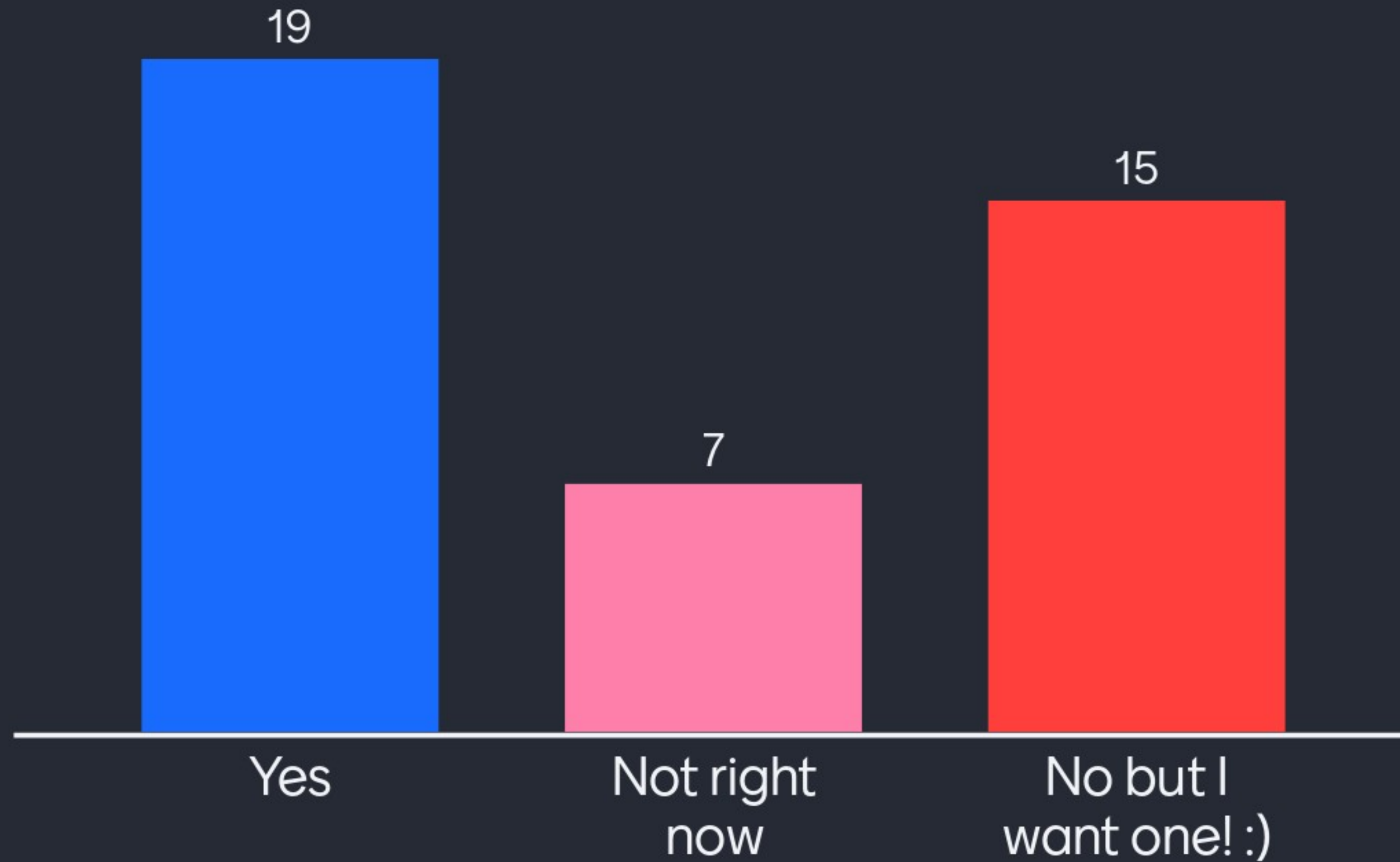
Mentor a student







Do you have a mentor in your work life currently?



Networking Questions

What led you into this field?

What are three specific skills that you feel are critical in your role?

What challenges does your team/department face?

What was the most meaningful piece of career advice you've received?

What are some networking/relationship building questions that you like to use?

Tell me your story

How did you get to the next level?

What is one thing you would tell your younger self?

What's your favorite part of your job?

What are your best kept secrets for being a successful leader?

How did you identify your passion?

Where do you see yourself in 5 years

How can we be of service to one another?! And stay committed after this connection?

How do you identify your strengths and champion them

What are some networking/relationship building questions that you like to use?

What do you enjoy most in your role?

What surprised you as you raised through the ranks?

How do you keep yourself inspired?

What is something that you regret not doing in your career?

Are you currently where you saw your career going?

Would you have done anything different in your career?

What is the most challenging area you've overcome?

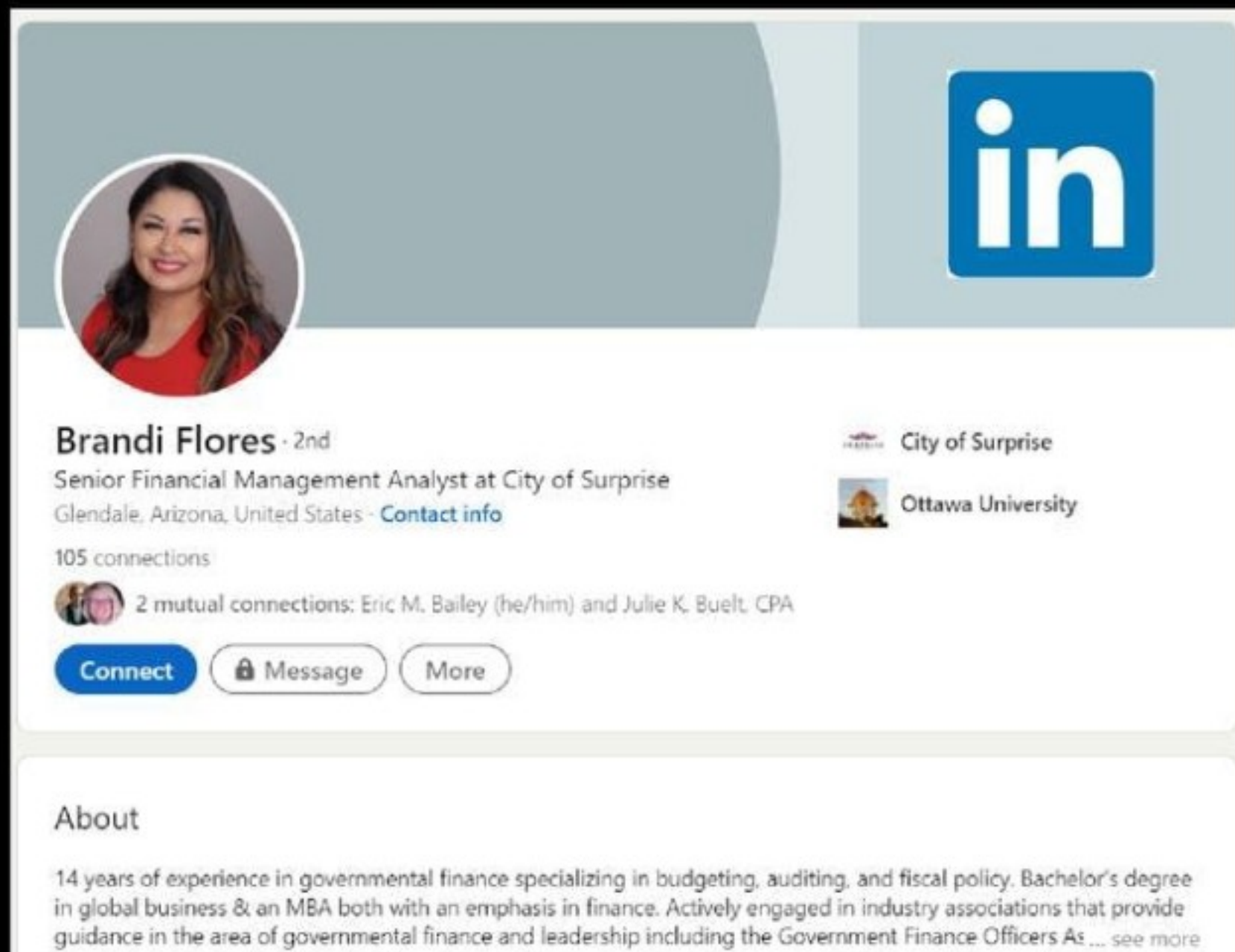
What keeps you going

How did you move to the next level?

What are some networking/relationship building questions that you like to use?

What's your story on how you got to where you

Keep a career log and notes to help you prepare for your resume/interviews - LinkedIn, Evernote, Google ePortfolio, etc.



The image shows a LinkedIn profile for Brandi Flores. The profile includes a circular profile picture of a woman with long dark hair wearing a red top. To the right of the picture is the LinkedIn logo. Below the picture, the name "Brandi Flores" is followed by "2nd" and "Senior Financial Management Analyst at City of Surprise". The location is listed as "Glendale, Arizona, United States" with a "Contact info" link. To the right, there are logos for "City of Surprise" and "Ottawa University". Below this, it says "105 connections" and "2 mutual connections: Eric M. Bailey (he/him) and Julie K. Buelt, CPA". At the bottom of the profile section are three buttons: "Connect", "Message", and "More". Below the profile section is an "About" section with the text: "14 years of experience in governmental finance specializing in budgeting, auditing, and fiscal policy. Bachelor's degree in global business & an MBA both with an emphasis in finance. Actively engaged in industry associations that provide guidance in the area of governmental finance and leadership including the Government Finance Officers As ... see more".

- Project deadlines met/exceeded
- Special projects/committees
- Analytics and measurable results (% , \$, # , time)
- Workplace challenges you've overcome
- Awards, kudos, customer service testimonials
- Workshops, classes, education, certifications

**Ask trusted
individuals**

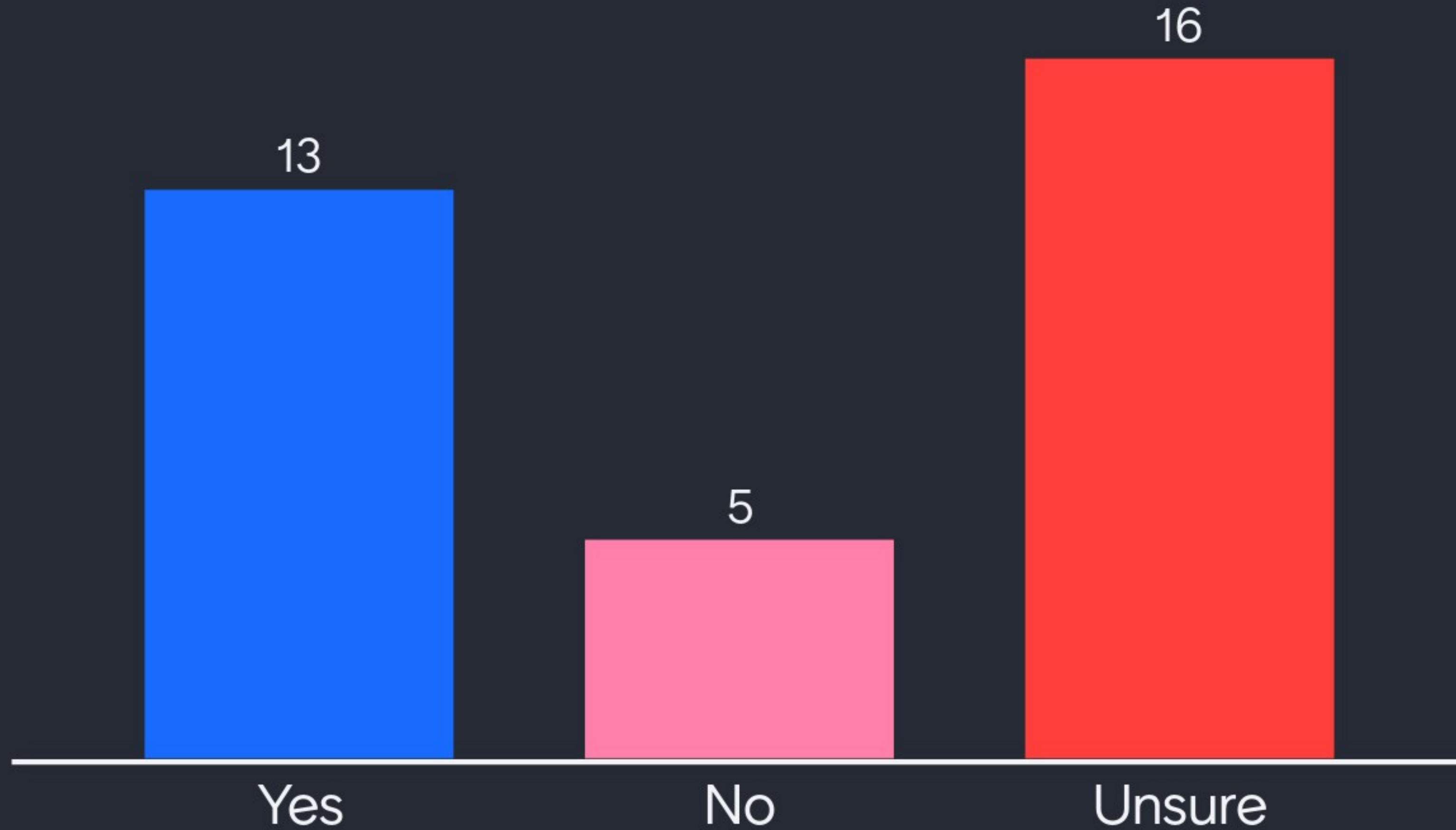
360

**Time to
leave?**

(perception/reality)

**STREET
CRED**

Do you know your "street cred?"



CATCH 22

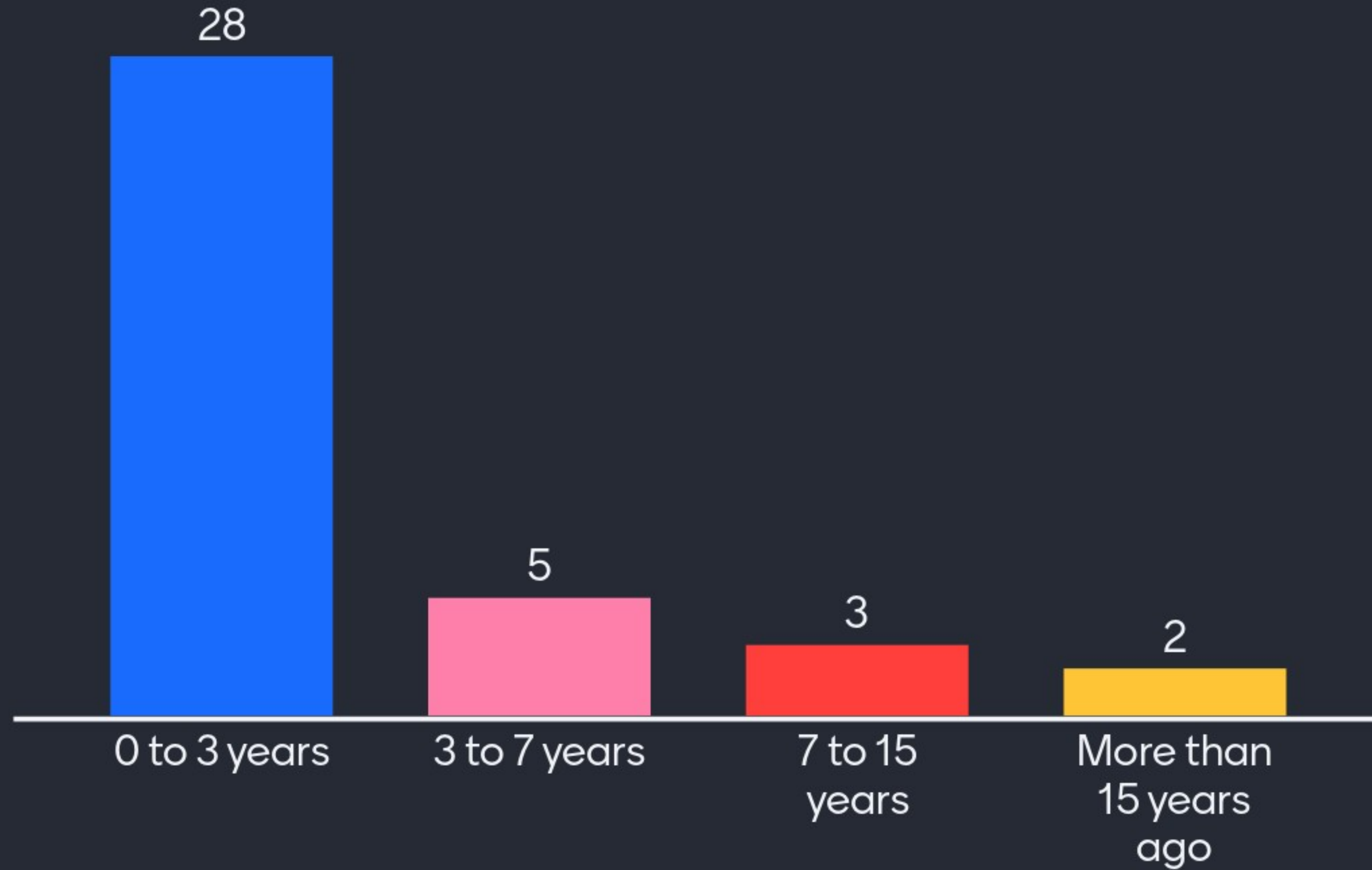
To become a supervisor you need supervisory experience, but to gain supervisory experience you need to be a supervisor.



Gain experience by:

- Lead a committee/board (workplace, community, non-profit, faith-based, school, volunteer org)
- Manage interns or summer student programs
- Ask for stretch assignments
- Complete management/leadership courses
- Mentor and train others
- Highlight your skills, share real-life and relevant examples

When was the last time you interviewed for a position?



Value of Practice Interviews



Interviewing is a skill that needs to be practiced



Reading interview questions and “saying” the answers in your mind is not enough



Muscle memory is needed to practice the words that you are going to say and make adjustments

Not this time.

Self-care is not selfish.
You cannot serve from an empty vessel.





**YOU'RE
MY
PERSON**

What is an action item that you will commit to related to your career?

Treat every day and every interaction as an interview

Keeping a career log

Mentor a student

Boundaries.

Updating LinkedIn

Mentor others

Confidence

Self care

Start a career log and notes

What is an action item that you will commit to related to your career?

Keeping a career log

Keep a log of accomplishments

Speak up in meetings with executive staff

Less negative

Research opportunities

Gap analysis on intended next job

Seek the guidance

Boundaries

Research

What is an action item that you will commit to related to your career?

Finding a mentor

Prep for the next position!

Interview everyday

Everyday as an interview

Career log

Self care

Update LinkedIn

Work on my inner talk.

Every day is an interview

What is an action item that you will commit to related to your career?

Dealing better with stress

Go for that job you have been eyeing

Continue to grow

Seek out a mentor

Opening myself up to new opportunities

Stay on the path to learn more and more never stop caring!

Start a conversation. Set goals to learn something new.

Make myself known

Learn something new for self advancement

What is an action item that you will commit to related to your career?

Talk to a student or young person about a career in government.

Practice interviewing skills.

**“EVERY WOMAN’S SUCCESS
SHOULD BE AN INSPIRATION
TO ANOTHER. WE’RE
STRONGEST WHEN WE CHEER
EACH OTHER ON.”**

SERENA WILLIAMS

EST.2014 | VALOURINE

Your Career Journey: Planning, Executing, and Achieving