



EVANSTON, ILLINOIS

DEPUTY CITY MANAGER



ABOUT THE CITY OF EVANSTON

Nestled along the shores of Lake Michigan and bordering the northern edge of Chicago, Evanston is a diverse and dynamic community, blending urban vibrancy with suburban charm to create a truly unique living and working environment. Evanston is home to approximately 78,000 residents and renowned institutions such as Northwestern University and the award-winning Evanston Township High School. It is also the location of the corporate headquarters for Rotary International and the UL Research Institute. Known for its beautifully tree-lined neighborhoods, distinctive architecture, historic charm, lakefront beaches, and bustling commercial districts, Evanston's beauty and character delight visitors and residents of all ages.

Due to its proximity to Chicago, Evanston is part of a regional public transportation system with three Metra commuter rail stations and seven Chicago Transit Authority stops. The City offers numerous recreational and cultural opportunities, including a bikeway system connecting to regional bikeways, an exceptional parks and recreation department that offers programming for all ages, and a vibrant cultural arts community that reflects the City's racial and ethnic diversity. Evanston is a family-oriented community with numerous cultural festivals and activities for residents of all ages.

The City of Evanston operates under the Council-Manager form of government. The non-partisan legislative body is comprised of ten elected officials consisting of a Mayor and nine Ward Council Members. The Mayor and City Council govern a highly progressive community and takes pride in its innovative programs and initiatives, particularly its role as a national leader in discussions on racial equity, social justice, and environmental sustainability.

In a historic move in June 2019, the City resolved to end structural racism and achieve racial equity, dedicating up to \$10 million in cannabis tax revenue to a local Reparations program for the Black community. Additionally, Evanston is committed to addressing climate change, having enacted the City's [Climate Action and Resilience Plan](#) in 2018, which aims for carbon neutrality by 2050. Most recently, in 2022, the City piloted a Guaranteed Income program and a Participatory Budgeting program.

With a vision to create the most livable city in America, Evanston celebrates the diversity of its opportunities and residents.

DEMOGRAPHICS

Median Home Value : **\$454,600**

Median Household Income: **\$93,188**

Median Age: **37.6**

Percentage of residents below poverty level: **11.6%**

Residents 25 and older w/bachelor's degree:
69.3%

Residents 25 and older w/graduate
or professional degree: **39.4%**

LEGISLATIVE PRIORITIES

The City of Evanston has a very policy-oriented and active City Council that is focused on making an impact on the community in the areas listed below. The Deputy City Manager will have a critical role in creating and supporting an environment in which the City is able to make progress to achieve its goals.



HOUSING:

Expand the supply of safe and affordable housing in every neighborhood of Evanston.



CARP:

Achieve Evanston's [Climate Action and Resilience Plan](#) goals of being carbon neutral by 2050.



ECONOMIC DEVELOPMENT:

Invest in and bolster Evanston's unique identity and culture. Foster growth and stability for existing and new Evanston businesses. Ensure pathways to economic growth for residents.

FINANCE:

Responsible and sustainable stewardship of City assets.



PUBLIC SAFETY:

Ensure Evanston is safe and welcoming to all. Implement best practices and policies and develop coordinated alternative public safety responses.



PUBLIC HEALTH:

Make significant and measurable progress toward addressing [E-plan priorities](#).



POSITION IN BRIEF

The City of Evanston is an exciting and thriving community that is determined to have an impact on a local level to improve the quality of life for residents, business owners, and those who enjoy what Evanston has to offer. Evanston offers an opportunity for the next Deputy City Manager to support the City as it navigates significant policy initiatives, prepares financially for the future, and builds a strong organization.

The Deputy City Manager is responsible for assisting the City Manager in providing executive leadership in all operations of the City, executing the vision and policies of the Mayor and City Council, and setting a tone of honesty, integrity, and transparency in all operations. Guiding a workforce of over 1,000 full and part-time employees, the Deputy City Manager plays a pivotal role in shaping the City's future, steering the development and submission of the annual budget (\$438 million in FY24). This includes overseeing collective bargaining agreements for 80 percent of City personnel.

The City is currently seeking to fill **two** Deputy City Manager roles. Each Deputy City Manager is assigned specific departments and functions that they oversee. One Deputy City Manager is expected to oversee Public Works, Community Development, Economic Development, Transportation/Mobility, and Sustainability. The second Deputy City Manager is expected to oversee Parks and Recreation, Health and Human Services, Equity, Communications, Administrative Adjudication, Policy, and Administrative Services

It is important that the Deputy City Manager continues and, where possible, enhances the strong customer service focus of the City's departments. In addition, it is expected that the Deputy City Manager will lead and coach direct reports in a supportive, equitable and fair manner, listening to their concerns and encouraging a collaborative, team-oriented management style throughout the City organization.



MAJOR DUTIES AND RESPONSIBILITIES

The City is embarking on many exciting initiatives throughout the community and within the organization and seeks new talent to help take our culture of innovation, leadership, and constant improvement into the future.

- The Deputy City Manager reports directly to and assists the City Manager in overseeing and working with the ten City departments to achieve departmental and city-wide objectives; serves as Acting City Manager in the City Manager's absence.
- Consults, advises, and supervises several department directors to support the overall City functions; consults with the City Manager on major department activities; reviews and plans budget estimates and proposed ordinances and regulations submitted by department directors.
- Works with Department directors to execute the Mayor's and City Council's policy initiatives and priorities; assists in developing, planning, and implementing goals and objectives for the City to improve operations, minimize operating costs, and effect greater utilization of resources.
- Meets and confers with residents and business interests to remedy problems and discuss City policies and procedures; responds to and resolves sensitive inquiries and complaints from both internal and external sources.
- Conducts and attends meetings, including evening meetings; makes presentations; prepares written reports; directs the keeping of records on departmental activities to align with performance management expectations; may be assigned to staff a Committee, Board, or Commission.
- Assists with compiling preliminary and final drafts of the City budget; acts as the liaison between City and community agencies funded by the City; maintains a review of departmental expenditures to ensure budget adherence.
- Attends City Council meetings and other City-related meetings, professional gatherings, and activities as required and represents the City and City Manager to staff, elected officials, outside agencies, and community groups.
- This position serves as a champion for equity and will work collaboratively with all staff to create and implement policies and procedures to facilitate equity and inclusion throughout the City.

IDEAL CANDIDATE WILL POSSESS THE FOLLOWING:

- Excellent interpersonal skills and will be approachable by employees at all levels and from all backgrounds; and will have the ability to develop effective working relationships with employees, managers, City officials, unions, community groups, and outside vendors.
- Ability to communicate effectively and professionally with diverse community partners, the public, staff, contractors, and elected officials while fostering positive relationships, addressing concerns, and advocating for solutions with clarity and diplomacy.
- Experience in a racially diverse city or comparable organization with a record of progress and engagement on racial equity and social justice issues.
- Knowledge of environmental issues, climate change, and sustainability principles and experience in the development, implementation, and monitoring of environmental sustainability policies and practices from an organizational and community perspective.
- Executive level oral and written communication and presentation skills to communicate the City Manager's strategic direction, policy initiatives of the elected officials and with various community partners representing different interests and backgrounds.
- Experience in developing, implementing, and advocating for comprehensive legislative policies, ensuring organizational compliance, fostering community engagement, and strategically aligning various initiatives.
- Be committed to a leadership and management style that is inclusive, collaborative, and team-oriented, leading, and coaching staff in a calm, professional manner and ensuring that the values of inclusiveness and collaboration permeate the City of Evanston organizational culture.

MINIMUM QUALIFICATIONS

- Possession of a bachelor's degree or higher in Business Administration, Public Administration, or a similar area from an accredited college or university is required. A master's degree is preferred.
- Must possess eight (8) or more years of progressive managerial experience in municipal government, including five (5) or more years of work experience in an executive manager capacity (including hiring, firing, budgeting, and operations/staff management responsibilities at the division level or higher).

COMPENSATION AND BENEFITS

The starting salary range for the position is \$225,000 +/- DOQ. The City offers excellent [employee benefits](#), including membership in the Illinois Municipal Retirement Fund, a well-funded statewide pension system, optional 457 deferred compensation plans, and an expansive menu of health and voluntary plans. The City offers generous PTO benefits and is committed to ongoing employee education and training. Residency is not required, however relocation assistance may be available..

HOW TO APPLY

Submit resume, cover letter, and contact information for five professional references to www.GovHRjobs.com to the attention of Sarah Schillerstrom, Senior Vice President, GovHR USA, 630 Dundee Road #225, Northbrook, IL 60062. Tel: 847-380-3240. The first review of resumes will occur on March 15.

