



ICMA Fellow Work Plan

Background

Located just minutes north of Chicago on the shores of Lake Michigan, Evanston (population approx. 75,000) is home to thousands of successful businesses, naturally beautiful bike paths, beaches, trees and parks. Evanston has an exceptional public transportation system and myriad education opportunities, including world-renowned Northwestern University and Evanston Township High School, ranked in the top 5% nationally by Newsweek Magazine. Evanston boasts a unique balance between bustling urban center and quaint town that makes it the ideal spot to live, work and learn about local government.

The City of Evanston has approximately 800 full-time employees spread across ten departments including public works, police, fire, parks, health and library services. The City Council is composed of a Mayor (elected city-wide) and 9 aldermen, each elected by ward. The City has a budget of approximately \$230 million all funds and is known for its engaged citizenry.

Our city has it all: music, theater, fine dining, shopping and much more. In 1917, world renowned urban planner Daniel Burnham noted, "For a full half-century, Evanston has had character. People have thought of it as a place distinct, somehow, from the other suburbs of Chicago." Nearly a century later, Evanston remains a special place, unique to Chicago's North Shore.

In 2014, Evanston was awarded a 4-star rating by Star Communities and is heavily focused on making Evanston the most livable city in the world. Currently the City is in the process of re-certifying.

Our Purpose

The City of Evanston seeks to provide a compelling and comprehensive work experience for an ICMA Local Government Management Fellow interested in pursuing a career in municipal government. Our goal is to engage the ICMA Fellow in meaningful projects that will prepare him/her for a successful career in professional local government management, expose him/her to innovative and cutting edge ideas & best practices, and allow him/her to use their talents and abilities to benefit the City and the community in lasting ways. The senior executive management team of Evanston is committed to advancing the profession by helping to prepare the next generation of local government managers for leadership and success.

Commitment to Mentoring the Fellow:

- The ICMA Fellow will be a member of City Manager's Office staff and will be mentored by the City Manager and the Deputy City Manager.

- The Fellow will become a member of the Illinois City/County Management Association and the Illinois Assistant Municipal Managers Association and attend various professional development activities including the annual ICMA Conference.
- The Fellow will have bi-weekly meetings with the Deputy City Manager and have opportunities to shadow the City Manager in meetings with City Department Directors, City Council members, community stakeholders and citizens.

Potential Projects for the ICMA Fellow:

To provide maximum benefit to the ICMA Fellow and the City of Evanston, as well as to provide a broad array of realistic municipal experience, the City of Evanston will provide a few ongoing tasks and responsibilities for the Fellow to work on and will also allow some flexibility for the Fellow to select other projects areas that might interest him/her.

Ongoing Responsibilities and Projects Include:

- Working directly with the Mayor, council members, and citizens to address/resolve daily requests for City services and various information requests.
- Attends all City Council and applicable committee meetings and prepares Council Actions Report.
- Assist the City Manager's Office staff with the special research and development projects.
- Assist in the overall development of the City's annual budget and city wide performance measures.
- Support sustainability efforts and assist with identifying areas of improvement and opportunities.
- Assist in the creation of the employee newsletter and suggest/implement ideas to improve employee communication.
- Assist in the research and development of innovative & cost saving ways to provide city services.
- Serve as staff liaison at City Council Meetings and prepare City Council Action Reports.
- Serve on the Employee Wellness Committee.
- Procure and monitor Department annual goals and performance measures.