



# 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 is a very bikeable and walkable community with 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.

## **Nature of the Fellowship:**

The Fellow assists the City Manager's Office managerial team with general operations by performing a variety of complex and specialized professional, budgetary, and administrative duties requiring accuracy, proficiency, and some independent judgment. Will work with the management team and City Council members on a regular basis to facilitate information and service requests.

## **Ongoing Responsibilities and Projects Include:**

- Attends all City Council and applicable committee meetings and prepares the Council Actions Report.
- Completes special projects on behalf of the City Manager's Office leadership (City Manager and Deputy City Manager).
- Supports Community Engagement Division outreach efforts including creating monthly e-newsletters, updating city web pages, and social media platforms.
- Investigates and resolves complaints and issues raised by citizens to the City Manager and City Council.

- Assists City departments and divisions on projects to evaluate programs and policies to determine efficiency and effectiveness; monitors and coordinates projects involving multiple departments.
- Assists in the development of short and long-range plans; gathers, interprets, and prepares data for studies, reports and makes recommendations; coordinates activities with other departments and agencies as needed.
- Researches and tracks legislative activity at all levels of government that has a potential impact on the City's business and its residents. Conducts analysis to determine the direct or indirect impact on City operations and assets, and assists the management team in planning for changes.
- Develops and maintains a series of effective, credible, personal and professional relationships with key members of national, state, regional and local executives and government entities, including regulatory agencies and membership associations.
- Assists with budget preparation and in establishing City policies and guidelines for various municipal programs.
- Serves on internal committees, such as the Employee Wellness Committee.
- Procure and monitor Department annual goals and performance measures.
- Provides staff support to the Evanston Community Ambassador Program, Evanston Arts Council.