POLIHIRE

CITY MANAGER

Up to $175,000

The City of Eau Claire is seeking an experienced, innovative City Manager. The City of Eau Claire, Wisconsin (estimated pop. 69,421) is a vibrant regional center for education, business, services, and culture, serving western Wisconsin. Covering 34 square miles, Eau Claire is conveniently linked by air and the interstate system to major markets in the upper Midwest. Located along the I-94 corridor in western Wisconsin, Eau Claire is less than two hours away from Minneapolis/ St. Paul and just under three hours from Madison. Scheduled daily air service links Eau Claire with the Chicago O'Hare International Airport.

THE POSITION

The City Manager position is open due to the October 2020 retirement of the former City Manager. As the City's chief executive officer, the City Manager directs and carries out the goals, objectives, and directives established by the City Council and provides organizational leadership in equity, diversity, and inclusion. Eight department heads, the Information Services Manager, the City Clerk, and Executive Assistant report to the City Manager. The City Manager is appointed by and reports to the City Council.

Major responsibilities include:

- Works closely with the City Council to define and accomplish strategic goals and objectives.
- Supports and embodies values defined in the City's Strategic Plan.
- Plans, coordinates, and directs the operation of City departments and programs and oversees the evaluation of service delivery, including shared service arrangements, to improve operational effectiveness.
- Submits policy proposals to the City Council and provides the governing body with facts, advice, and policy options for making decisions and setting community goals.
- Encourages cross-functional cooperation, learning, initiative, and collaboration among departments with support from the management team to develop leadership skills and retain talent.

- Oversees the budget development process and works with the City Council and department heads to allocate resources in accordance with City plans. Presents the City's annual operating budget to the City Council for approval.
- Meets with and advises the City Council on matters related to City operations, policies, and financial position, keeps elected officials apprised of emerging issues.
- Provides managerial oversight, direction, and leadership to City staff. Appoints, removes, promotes, transfers, disciplines, or suspends City employees (except police and fire personnel).
- Is accessible to the City Council, municipal officials, employees, community leadership, and members of the public.
- Engages in intergovernmental relations and collaborative partnerships with other cities and public and private organizations.
- Serves as a liaison between the city and civic groups; private residents; the media; local, state, and federal agencies; and neighborhood organizations.
- Directs and provides oversight for the development, administration, and maintenance of the City's physical facilities and assets.
- Abides by federal and state laws and City ordinances, exemplifies high ethical standards in keeping with the leadership responsibilities of the position.
- Represents the City in local, regional, and state meetings and functions as directed by the City Council.
- Coordinates with other governmental units, including county, state, and federal authorities, in matters related to future developments which affect the City.

QUALIFICATIONS

The successful candidate will possess a Bachelor's degree in public or business administration or a related field; a Master's degree is strongly preferred, and demonstrate extensive responsible local government management experience as a City Manager, Assistant City Manager, Department Director or an equivalent position in a comparable organization. ICMA-Credentialed Public Manager designation is a plus. The ideal candidate must demonstrate a record of successful leadership in executing strategic goals, managing organizational performance, transparent communications, prudent financial management, building effective community partnerships, engaging citizens, and incorporating an equity, diversity and inclusion framework into policymaking and implementation, community relations, and staff management.

TO APPLY

The City of Eau Claire is partnering with POLIHIRE to conduct the search for the next City Manager. If you are interested in this opportunity, please submit a cover letter outlining your qualifications and your resume to EauClaire_CityManager@polihire.com.

Please include only your name (Last, First) in the subject line when submitting these materials. This position is open until filled. First review of applications will take place on December 31, 2021.