



CITY OF

EAU
CLAIRE

COMMUNITY SERVICES OPERATIONS MANAGER

2024 PROFILE





THE COMMUNITY

POPULATION & ECONOMY

Eau Claire (pop. 70,439) is located in West Central Wisconsin, approximately 90 miles East of the Minneapolis/St. Paul Metropolitan area. Although our community economy was once dominated by the lumber trade, Eau Claire is now a regional center for education, medical services, business, and cultural/musical events.

**VISIT
EAUCLAIREDEVELOPMENT.COM
FOR MORE INFO!**



RECOGNITION

Eau Claire has received regional and national recognition, including being named a top three most livable small cities in the U.S. (SmartAsset), a top 5 city with most affordable homes in the U.S. (LendEdu), and one of the best small cities for retirement in the U.S. (SmartAsset). In 2014, Eau Claire was recognized as an All-America City (National Civic League) for the ability to demonstrate innovation, inclusiveness, civic engagement, and cross-sector collaboration.

CITY GOVERNMENT

The City of Eau Claire is governed by an eleven-member City Council. Five members are elected by district; five members and the Council President are elected at large. All members serve three year terms. The City operates under a charter ordinance, which provides for the Council-Manager form of government in which the City Manager is the chief executive. The City is a full-service city, and operates its own water production and distribution system, sewer collection and treatment system, and bus transportation system. The City also manages the following operating departments: Fire, Police, Community Services, Engineering, and Community Development. Staff departments include HR, Finance, and Legal.

PARKS & TRAILS

- 1,080 Acres of Parks, Playgrounds, and Ballfields
- 9 Community Parks
- 19 Neighborhood Parks
- 1 Public Outdoor Pool
- 46 miles of Recreation Trails
- 1 Indoor Hockey Arena

MAJOR EVENTS

- Blue Ox Music Festival |
- Country Jam | US
- Chainsaw Sculpture
- Championship | EC
- Marathon | Jazz Fest |
- Tuesday Night Blues





THE DEPARTMENT

Community Services Department

The primary focus of the Community Services Department is serving the people in Eau Claire by touching lives every day in numerous ways. This department is responsible for maintaining city streets and municipal buildings, operating the public transit system, operating city water and wastewater treatment plants.

Divisions

- **Parks, Forestry, Cemetery and Building & Grounds Division:** This division is responsible for maintaining parkland, city sports and athletic facilities, 2 cemeteries, trees on City property, and maintaining the City buildings.
- **Recreation Division:** This division provides recreation opportunities for community members of all ages and interests. Program areas include aquatics, athletics, leisure activity instruction, specialized recreation, outdoor skating rinks, and community events.
- **Street & Fleet Division:** This division is responsible for the repair and maintenance of over 324 miles of city streets, traffic signs, pavement markings, curb and gutter, catch basins, storm sewers, detention ponds, and culverts. They also help keep the city moving by providing and maintaining anything with wheels.
- **Transit Division:** This division provides the fixed-route bus system and associated public transportation.
- **Utilities Division:** This division operates the City-owned municipal water system. The Wastewater Treatment Plant and Water Plant are both part of this division.



Social Media

Facebook: @cityofecpr @cityofectransit @hobbsfb @cityofecfairfaxpool

X: @ECHobbs @CityofECStreets @CityofECTransit

Instagram: @ecparksandrec





THE POSITION

Are you ready to take the next step in your municipal government career? Are you looking for a challenging, yet rewarding employment opportunity? Are you analytical, a strong collaborator, have great problem-solving skills, and leadership skills? Join us! The City of Eau Claire is currently seeking qualified candidates for the Community Services Operations Manager position. This position, under general direction of the Community Services Director, helps plan, direct, manage, and oversee activities and services of multiple functional areas within the Community Services Department and more! The Community Services Department consists of the following divisions: Parks, Forestry, Cemetery, and Buildings & Grounds; Recreation; Streets & Fleet; Transit; and Utilities.

OVERVIEW

Under the direction and guidance of the Community Services Director, the Community Services Operations Manager will help coordinate the operational activities, projects, and services of the Community Services Department. This position provides highly responsible administrative and managerial support to the Community Services Director. This position works will carry out department- wide projects and support the work of the following divisions: Street & Fleet, Utilities, Transit, Parks, and Recreation. Contacts may include other City departments, divisions, and outside agencies, including organizing, directing, and coordinating assigned activities.

QUALIFICATIONS

- A bachelor's degree in business, public administration, or a field related to municipal operations (parks, recreation, streets, utilities, transit) OR an equivalent combination of education and work experience is required
- Must Possess or obtain (within 30 days of hire) and maintain a valid Wisconsin Driver's License.
- Progressively responsible municipal management and supervisory experience preferred.
- A valid Class B CDL with no air brake restrictions and additional N tanker endorsement preferred.

SALARY RANGE

\$84,020.35 to \$97,930.14 annually, plus excellent fringe benefits.

HOW TO APPLY

Application and full job description at
www.eauclairewi.gov/jobs.

APPLICATION DEADLINE

Sunday, December 8, 2024, at 11:59 p.m.
Interviews expected to take place Tuesday, December 17, 2024.

Questions: Email hr@eauclairewi.gov or call 715-839-4921
Equal Opportunity Employer