

JANESVILLE, WISCONSIN



1853

The City of Janesville, Wisconsin is hiring a
CITY MANAGER

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WELCOME TO THE CITY OF JANESVILLE, WISCONSIN

Community Life

Janesville residents often say that they grew up in Janesville and never wanted to leave, or moved to Janesville and decided Janesville was where they wanted to put down roots and raise their families. Excellent schools, affordable and high-quality housing, beautiful parks, outstanding recreational opportunities, low crime rate and numerous cultural opportunities all contribute to Janesville's appeal.

The Community

The City of Janesville (population 65,615) is a historic, full-service community located on the Rock River amidst the rolling hills of south-central Wisconsin. Known as "Wisconsin's Park Place," Janesville has an abundance of beautiful parks, playgrounds, trails, cross-country skiing routes, and other recreation areas. The City impressively offers 64 neighborhood, community, and regional parks, including the crown jewel, the Rotary Botanical Gardens, a 20-acre non-profit flora masterpiece that is home to numerous verdures and radiant flower venues. Adjacent to Rotary Gardens is Lion's Beach, an 8-acre spring-fed lake open for public swimming. The City has developed an extensive 32-mile bikeway and hiking system along the river that connects parks, downtown, and residential areas.

Janesville residents are proud of their history and are dedicated to its preservation. The City is home to 13.5% of the Wisconsin buildings listed on the National Register of Historic Places. Restored buildings embrace commercial businesses and offices throughout downtown, and buildings are carefully maintained within the City's 13 historic districts.

Janesville residents are particularly proud of the Lincoln-Tallman House, a 26-room, Italianate, villa-style mansion built in 1857, which receives thousands of visitors each year.

Hedberg Public Library is an award-winning facility located in the heart of Janesville. In addition to traditional library services, the library also features changing exhibits, a gift shop, coffee shop and educational programs.

Education

Janesville has a robust educational system, including 12 elementary schools, three middle schools, two high schools, four charter schools and numerous private school opportunities. The community is also home to the Wisconsin Center for the Blind and Visually Impaired.

There are several higher educational opportunities as well, including the University of Wisconsin-Whitewater at Rock County, located in Janesville. The university offers two-year associate degree programs and collaborative programs with several UW Universities that allow students to earn bachelor's degrees while attending classes in person on the local campus or online. The University of Wisconsin-Madison is within an hour's drive, and the University of Wisconsin-Whitewater is located one-half hour northeast of Janesville. Blackhawk Technical College, located three miles south of Janesville, provides technical training to Janesville area workers and designs customized training for area employers.



Photo: Janesville Convention & Visitors Bureau



CULTURE AND AMENITIES

Quality of Life

According to the City of Janesville Police Department 2021 Community Survey conducted by the University of Wisconsin-Whitewater:

- Almost 90% of residents are satisfied or very satisfied with the quality of life in Janesville.
- Residents find Janesville to be a safe place to live, work and recreate with strong majorities in most categories responding that they feel safe or very safe.

Special Events

Janesville events are a regional draw for visitors. Annual and ongoing events include:

- Flannel Fest
- Farmers Market
- Janesville Morning Rotary Pie Ride
- Tallman Arts Festival
- Rock River Wine Walk
- Skelly's Corn Maze
- Rock River Thresheree
- Enchanted Forest
- Art Infusion
- Janesville's Jolly Jingle
- Holiday Light Show

Downtown Janesville

The City worked closely with the business community and residents to develop the Rock Renaissance Area Redevelopment and Implementation Strategy (ARISE). Revitalization of the downtown continues with the Town Square, completed in late 2020, boasting pavilions, an interactive water feature, the Great River Lawn, and access to the Ice Age Trail.

At-A-Glance:

- Population: 65,615
- County: Rock (Janesville is the County Seat)
- Land area: 34.68 square miles
- Number of households: 26,659
- Owner occupied housing units: 66%
- Median household income: \$56,293
- Average home assessed value: \$163,100
- Parkland: 2,609 acres
- Bike trails: 32 miles

(Sources: City of Janesville and U.S. Census, QuickFacts, 2019 estimated)

Recent Accolades and Awards

- The City's Department of Public Works became the first agency in the State of Wisconsin to become accredited by the American Public Works Association.
- The Janesville Fire Department was named 2021 Pediatric Champion of the Year by the Wisconsin EMS for Children Program.
- In 2021, the City's Janesville Senior Center celebrated a decade of statewide accreditation recognizing their excellent service to the community's senior citizens.
- In 2021, Janesville Transit System received a "perfect score" on the Federal Transit Administration's Triennial Review.
- In 2022, Wisconsin's Park Place celebrated its 18th year as a Tree City and 10th year as a Bird City Community.
- The City is celebrating four years as a Green Tier Legacy Community.



JANESVILLE ECONOMIC DEVELOPMENT

The City of Janesville has enjoyed steady growth and development since its establishment as the county seat in 1836. This long history of strong industry and economic success helped turn the City into a major commercial and industrial hub for South Central Wisconsin. This success is due to a collaborative, action-oriented approach to economic development. The City steadily recovered from the closure of the General Motors plant in 2008 with a significant boom in the local economy since 2014. With the recovery the City diversified its economy, added numerous new businesses and expanded many existing businesses.

The Janesville Innovation Center (JIC) is a 22,000 square-foot facility that offers office and manufacturing suites for businesses looking to start up and expand, and provides access to technical and business support to assist JIC tenants with their future growth. The Innovation Center has graduated numerous businesses that continue to grow within the community.

Janesville's largest employer is the Mercy Health System headquartered in Janesville with over 2,620 employees. Other major employers include the Janesville School District, Rock County, Grainger Industrial Supply, Dollar General, Prent Corporation, SSM Health, Blains Supply, Blackhawk Technical College, the City of Janesville, Data Dimensions, SSI Technologies, J. P. Cullen & Sons, Lemans Corporation, and Seneca Foods Corporation.

Janesville's regional labor pool is 839,000, with strong economic anchors in manufacturing, health care and medical technologies, and logistics.

Current notable, larger industrial economic development projects for the City of Janesville:

- Recent groundbreaking for GEA Mechanical Group on a new 85,000 square-foot repair facility
- Milwaukee-based Industrial Developer is in planning, permitting and construction phases, approximately 1 million square feet of industrial space within three different facilities
- Project RIPE is a proposed 1.5 million square-foot hydroponics strawberry facility and an additional 600,000-800,000 square feet of additional industrial space
- City Option to Purchase 129 acres to enable an additional 2 million square feet of industrial development opportunities
- Proposed reactivation of intermodal spurs at the JATCO portion of the GM brownfield site
- Working with several existing companies in Janesville on expansion projects that equate to a couple hundred thousand additional feet of industrial space



Photo: Janesville Convention & Visitors Bureau



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CITY GOVERNMENT

The City of Janesville adopted the Council-Manager form of government in 1923. The Janesville Common Council has seven members who are elected at large on a nonpartisan basis. Councilmembers serve two-year, overlapping terms and are non-salaried. The Council President is elected from among the councilmembers and presides over Council meetings. The Common Council appoints the City Manager, who serves as the City's Chief Executive Officer. Janesville has had three City Managers in the past 33 years. There is no Mayor.

The City Manager administers the day-to-day operations of the City, providing leadership and direction to the City's management staff, which include the Police Chief, Fire Chief, Public Works Director, and Neighborhood and Community Services Director; and indirectly to division heads. The City Manager appoints members of the Police and Fire Commission, the Plan Commission, and the Library Board of Trustees, among other boards, commissions and committees. The Advisory Committee on Appointments reviews applications and makes recommendations to the City Manager and the Council President.

The Organization

The City employs 563 full-time equivalent employees, including the Library and JATV, and has a proposed 2023 budget of \$197 million including city and library operations and capital projects.

The City Manager is responsible for the development of the City's budget, Capital Improvement Plan and overall long-range financial management plan.

The City has 5 main departments (Fire, Neighborhood & Community Services, Police, Public Works, and Library), divided into 13 different divisions and 8 individual offices.

There are three unions representing the Police Department, Fire Department, and Janesville Transit.

City Finances

- Annual Budget = \$119,953,540
- Capital Improvement Budget = \$78,953,957
- Water & Wastewater Utilities = \$24,933,927
- Sanitation = \$12,644,462
- Stormwater Utility = \$8,290,042

The City of Janesville has received the Government Finance Officers Association's Certificate of Achievement for Excellence in Financial Reporting for 28 consecutive years.

The City is committed to building a workforce that values diversity, promotes equity, fosters inclusion, and cultivates belonging with the community and organization. The next City Manager will have the opportunity to provide leadership and guidance on the issue of diversity, equity, inclusion, and belonging.

Opportunities

- Redevelopment of Centennial Park (former General Motors site)
- Serve as an advocate for state-shared revenue reform
- Woodman's Sports & Convention Center
- Ongoing public/private partnerships in conjunction with economic development
- Affordable housing efforts
- Street rehabilitation
- Support the development of a Children's Museum



CITY GOVERNMENT

Community Vision Statement

"Wisconsin's Park Place": discover the community of choice to realize life's opportunities.

Organizational Mission Statement

To innovatively provide effective municipal services that are responsive to the needs of residents, businesses and visitors and delivered in a reliable, efficient manner in order to sustain Janesville as the community of choice.

Organizational Values: Adaptability, Respect, Service, Communication

The City of Janesville's Strategic Plan serves as a five-year roadmap to guide the City's efforts to achieve its mission and vision statements. The plan was first developed in 2014 and aligns with other City policy and planning documents including the budget, the capital improvement program, and Comprehensive Plan. Its inherent flexibility allows the City to change course to meet the community's changing needs.

Strategic Goals

- **Downtown:** To position our downtown as a vibrant neighborhood where commerce, culture, entertainment and history intersect.
- **Economy:** To facilitate continued growth and diversification of our local economy.
- **Financial Sustainability:** To remain a responsible and forward-thinking steward of financial resources.
- **Image & Engagement:** To strategically communicate the City's strengths, priorities and initiatives while maintaining trust and confidence through effective engagement.
- **Infrastructure:** To build upon the community's foundation of well-planned, maintained, dependable and sustainable infrastructure.
- **Partnerships:** To embrace and enhance collaboration with local, regional, national and global stakeholders to realize shared success.
- **Performance Culture:** To cultivate an organizational environment that empowers an engaged, innovative and diverse municipal employee base.
- **Rock River Corridor:** To promote, enhance and respect the unifying feature of our community.
- **Safe & Healthy Community:** To advance safety and overall well-being of residents and neighborhoods through cooperation and encouraging an active lifestyle.



Janesville's City Council appoints a professionally trained City Manager as chief executive officer responsible for management of the city administration and service delivery to the community. Wisconsin Statutes state that the City Manager is the chief executive of the city government and is responsible to the City Council for its administration.

This position demands highly responsible executive work in directing and coordinating the administration of the municipal government in accordance with policies established by the City Council and all applicable laws. The City Manager has charge of the executive side of the City government and is responsible for the efficiency of its administration.

Essential Duties:

- Provides leadership to the City Administration and Staff in the provision of municipal services. Recommends the organization's mission. Establishes the organization's structure and values. Hires and evaluates the core leadership team. Establishes administrative and personnel policies. Is responsible for collective bargaining.
- Manages and oversees the development of the annual budget and capital improvement program and presents them to the City Council. Ensures the City's financial condition is excellent and managed in accordance with generally accepted accounting principles.
- Represents the City in intergovernmental relations (local, state, federal).
- Recommends and manages the City's five-year Strategic Plan in support of the community vision. Establishes and leads the City's economic and community development efforts. Plans for the City's future.
- Presents policy alternatives to the City Council, providing facts and advice on matters of policy to give the Council a basis for making decisions on community goals. Submits reports and recommendations to the City Council on matters which come before them for consideration and action.
- Recognizes the difference between policy and administration. Administers policies set by the City Council.
- Is a visible community leader. Keeps the community informed on municipal affairs. Effectively communicates Council decisions to the public. Encourages community involvement.
- Serves the best interest of all City residents on a non-partisan basis.



- Someone with confidence borne from expertise and experience, possessing a calm and approachable demeanor.
- Outstanding leadership skills, a management style who can work as an active part of a team, provide great customer service, be a strategic thinker and listener, and is trustworthy and dependable.
- Servant leader who always demonstrates honesty, integrity, fairness and diplomacy.
- Friendly, humble, calm and collected, even during chaos, and desires to immerse oneself in and be a part of the community.
- Motivator who works collaboratively with and empowers staff.
- Positive and supportive management style, who encourages and reinforces employees.
- Serves as the voice for staff with Council and the public.
- Respectful of all, provides mentoring, sets priorities, provides resources, has high expectations and ensures accountability.
- Encourages teamwork and is comfortable with creating partnerships.
- While this person will be a leader of the staff, they will be skillful in overseeing projects, but comfortable with delegation.
- True professional skilled at building and sustaining interpersonal relationships.
- Outstanding communication skills, both verbal and written.
- Gifted at making clear and concise presentations to the City Council and public.
- Able to guide the Council without taking sides or playing politics, always providing their best professional recommendations.
- Strong financial and budgeting background with ability to ensure financial data is accurate every time, all the time.
- Experience managing a growth environment in residential and commercial development, including planning, anticipating, and meeting infrastructure needs.
- Skills to encourage, develop and maintain public-private partnerships (in coordination with economic development).
- Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Public Policy or related field required (Master's degree preferred).
- Minimum seven years experience of progressively responsible management and supervisory experience as a city/town or county manager for a similar size population base, or as an Assistant or Deputy in a larger community.
- Current member of International City/County Management Association (ICMA) in good standing or willing to join.

HOW TO APPLY

Compensation: Annual base salary will depend on qualifications but is expected to be in the range of \$185,000 to \$225,000. Benefits include health, disability and life insurance; vacation, sick leave, personal days, floating holidays and holidays; monthly automobile allowance; and Wisconsin Retirement System and Deferred Compensation contributions.

To apply, please email your cover letter and resume in .pdf format by Tuesday, December 20, 2022, 5pm CT, to clowe@governmentpros.com. Position is open until filled. Faxed and mailed submissions will not be considered. Direct questions to Chris Lowe at 785-766-9104 or clowe@governmentpros.com.

For additional information about the City of Janesville, please visit:

JanesvilleWI.gov

ForwardJanesville.com

GrowJanesville.com

Janesvillecvb.com

Janesville.k12.wi.us

Applicants that desire confidentiality must include the following statement in their cover letter stating, "In accord with Wis. Stats. Sec. 19.36(7)(b), I, an applicant for the position of city manager for the City of Janesville, hereby indicate in writing to the authority that I do not wish the authority to reveal my identity, except if I am a finalist. Because I have so indicated, the authority shall not provide access to any record related to me that may reveal my identity, unless and until I am selected as a finalist — as those terms are defined and/or understood under Wisconsin's Public Records Laws."

The City of Janesville is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, genetic information, or any other status protected by law or regulation. It is the City's intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.