



City of
Evanston™

DIRECTOR OF HUMAN RESOURCES

EVANSTON, IL



ABOUT THE CITY OF EVANSTON

Nestled along the shores of Lake Michigan and bordering the northern edge of Chicago, Evanston is a diverse and dynamic community that blends urban vibrancy with suburban charm, creating a truly unique living and working environment. Evanston is home to approximately 78,000 residents and renowned institutions such as Northwestern University and the award-winning Evanston Township High School. It is also the location of the corporate headquarters for Rotary International, the UL Research Institute, and UL Standards & Engagement. Known for its beautifully tree-lined neighborhoods, distinctive architecture, historic charm, lakefront beaches, and bustling commercial districts, Evanston's beauty and character delight visitors and residents of all ages.

Due to its proximity to Chicago, Evanston is part of a regional public transportation system with three Metra commuter rail stations and seven Chicago Transit Authority stops. The City offers numerous recreational and cultural opportunities, including a bikeway system connecting to regional bikeways, an exceptional parks and recreation department that offers programming for all ages, and a vibrant cultural arts community that reflects the City's racial and ethnic diversity. Evanston is a family-oriented community with numerous cultural festivals and activities for residents of all ages.

The City operates under the Council-Manager form of government. The non-partisan legislative body is comprised of eleven elected officials, consisting of a Mayor, nine ward Councilmembers, and a City Clerk. The Mayor and City Council govern a highly progressive community and take pride in its innovative programs and initiatives, particularly its role as a national leader in discussions on racial equity, social justice, and environmental sustainability. With a vision to create the most livable city in America, Evanston celebrates the diversity of its opportunities and residents.





POSITION IN BRIEF

The City of Evanston is seeking an experienced, strategic, and collaborative human resources leader to serve as its next Director of Human Resources.

Reporting directly to the City Manager, the Director of Human Resources serves as a key member of the City's executive leadership team and provides strategic direction for all human resources functions. The Director oversees talent acquisition, employee and labor relations, collective bargaining administration, classification and compensation, employee benefits, workers' compensation, timekeeping and leave administration, wellness initiatives, organizational development, human resources information systems (HRIS), workforce planning, and regulatory compliance. Leading a dedicated HR team, the Director partners with City leadership to attract, develop, and retain a high-performing workforce while fostering a culture of accountability, engagement, innovation, and exceptional public service.

WHY EVANSTON?

This position offers a rare opportunity to make a visible and lasting impact on an organization that values innovation, public service, and continuous improvement. The next Director will have a unique opportunity to build upon the strengths of an experienced HR team while advancing initiatives that enhance organizational effectiveness, employee engagement, and service excellence across the City. This role offers the opportunity to:

SERVE as a trusted advisor to the City Manager and executive leadership team.

LEAD innovative recruitment, retention, and workforce development initiatives in a competitive labor market.

FOSTER productive labor-management relationships across multiple bargaining units.

OVERSEE employee benefits, wellness, and workers' compensation programs, balancing employee well-being, fiscal stewardship, and risk management.

MODERNIZE HR systems, processes, and service delivery models to improve organizational effectiveness.

INFLUENCE policies and practices that strengthen organizational culture and employee engagement.

BUILD organizational capacity that will support the City for years to come.





STRATEGIC PRIORITIES

The City is seeking a leader who is energized by the opportunity to strengthen and modernize a well-established human resources function while building on the expertise and dedication of an experienced HR team.

During the first 12 to 24 months, the next Director will have the opportunity to:

- Establish a shared vision, clear priorities, and consistent service standards across all HR functions
- Strengthen collaboration, communication, and accountability within the Human Resources team to ensure a seamless customer experience for departments and employees.
- Develop and document key HR processes and operating procedures to promote consistency, efficiency, knowledge transfer, and organizational resilience.
- Enhance onboarding, training, and professional development programs for HR staff, supervisors, and employees.
- Continue modernizing HR technology, workflows, and service delivery practices.
- Partner closely with departments to better understand operational needs and deliver responsive, customer-focused HR solutions.
- Advance recruitment, retention, succession planning, employee engagement, and workforce development initiatives that position the City for future success.
- Success in this role will be measured not only by what gets accomplished, but by the systems, relationships, and culture established to sustain excellence long into the future.



QUALIFICATIONS

Qualified candidates will possess:

- A bachelor's degree in Human Resources, Public Administration, Business Administration, or a related field. A master's degree is preferred.
- Eight or more years of progressively responsible human resources leadership experience.
- Demonstrated experience overseeing multiple HR disciplines, including labor relations, employee relations, recruitment, compensation and classification, benefits administration, workers' compensation, compliance, and organizational development.
- Strong knowledge of employment laws, labor relations practices, and modern human resources management principles.
- SHRM-SCP, SPHR, IPMA-SCP, or comparable professional certification is desirable.

Municipal or other public-sector experience is highly desirable; however, candidates from similarly complex organizations are encouraged to apply.



COMPENSATION AND BENEFITS

The anticipated salary range is \$155,507 to \$233,261, with placement dependent on qualifications and experience, and, in most cases, no higher than the midpoint of the range.

The City offers a comprehensive benefits package that includes health, dental, vision, life insurance, retirement benefits, paid leave, employee wellness programs, and professional development opportunities.

JOIN OUR TEAM!

Great communities are built by great employees.

The City of Evanston seeks a leader who understands the critical role Human Resources plays in attracting talent, developing people, supporting employees, and strengthening organizational performance.

If you are a collaborative and forward-thinking leader who is passionate about public services and excited by the opportunity to build systems, develop people, and create lasting organizational impact, we invite you to explore this exceptional opportunity.

cityofevanston.org/employment

Electronic submissions are required. The position will remain open until filled; however, candidates are strongly encouraged to apply by the first review date of August 3, 2026 for optimal consideration. Evanston is an equal opportunity employer.

