

THE CITY OF CHARLOTTESVILLE, VIRGINIA



IS SEEKING A DYNAMIC, INNOVATIVE
AND PROGRESSIVE LEADER TO SERVE AS

**DEPUTY CITY MANAGER
OF OPERATIONS**



The Community

The City of Charlottesville is located in West Central Virginia, approximately 120 miles southwest of Washington, D.C. and 70 miles northwest of Richmond, Virginia. Situated within the upper Piedmont Plateau at the foothills of the Blue Ridge Mountains and at the headwaters of the Rivanna River, Charlottesville was established as a town in 1762 by the Virginia General Assembly and was incorporated as an independent city in 1888. As a result of eight annexations, the most recent of which was in 1968, the City is 10.4 square miles.



Charlottesville serves as the economic, cultural, and educational center of a multi-county region. In 1981, the United States Census Bureau recognized the Charlottesville area as a Standard Metropolitan Statistical Area (SMSA). The SMSA includes the City of Charlottesville and the counties of Albemarle, Fluvanna, Greene, and Nelson. In 2017, the population of the City was estimated to be approximately 49,000 and the Charlottesville SMSA population of over 200,000.

Charlottesville was the home of two U.S. Presidents, Thomas Jefferson and James Monroe. During their terms as Governor of Virginia, they lived in Charlottesville and traveled to and from Richmond. The University of Virginia, founded by Jefferson and one of the original Public Ivies, straddles the city's southwestern border. Monticello is three miles southeast of the city and is, along with the University of Virginia, a UNESCO World Heritage Site, attracting thousands of tourists every year.

The City has ample health care resources. The University of Virginia's Health Sciences Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has a well-regarded comprehensive women's health center, oncology center, and a strong community focus.

Whether you are looking for an outdoor adventure such as hiking, biking, paddling, and camping, or you prefer fine dining, shopping or the arts, the unique and picturesque experience of Charlottesville is sure to win you over. Its scenic beauty, brick-lined Downtown Mall, and wine choices from 30+ local orchards and vineyards in the region are bonuses to a charming yet innovative community. Popular annual events include the Dogwood Festival, First Night Virginia, the Virginia Film Festival, the Virginia Festival of the Book, the Tom Tom Founders Festival, the Festival of Cultures, the African-American Cultural Arts Festival, among many others that occur throughout the year. The City has received many notable awards and recognitions and is consistently at the top of everyone's "best lists" including the "Best Place to Live in America" and "Best Small Cities in the U.S."

City Government

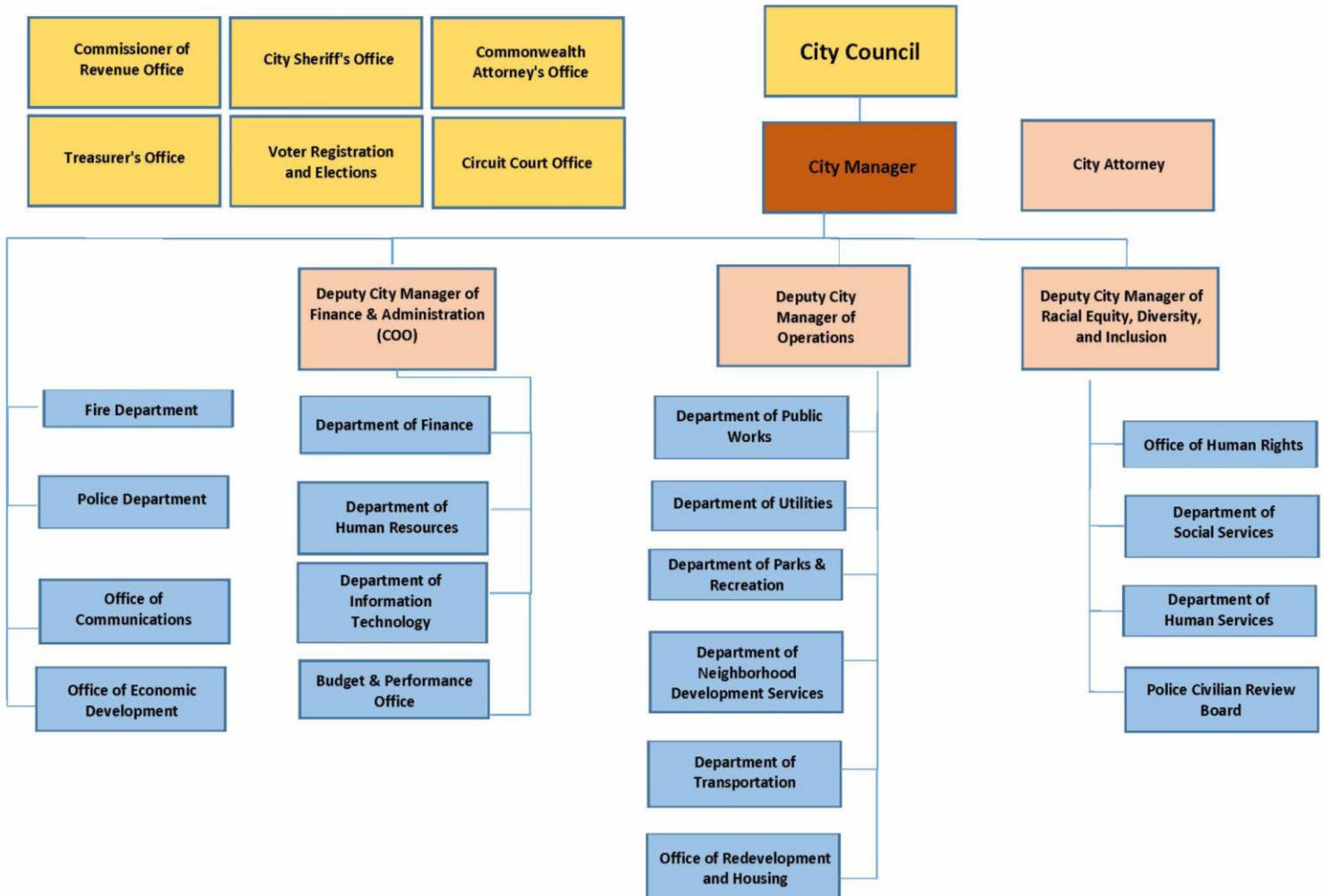
The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor for two years. Municipal elections are held in November in odd-numbered years. The Mayor presides over meetings, calls special meetings, and serves as the ceremonial head of government. The City Council appoints the City Manager, Director of Finance, City Assessor, Clerk of Council and members of major policy-making Boards and Commissions. Council makes policy in the areas of city planning and finances, human services, public safety and justice, public utilities, and transportation and has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. Administrative and executive duties are performed by the City Manager. Two Deputy City Managers assist the City Manager in the operational and financial aspects of all City functions, coordinate interdepartmental activities and assist with assignments relating to the planning, direction, control, evaluation of the operations and programs of the City Government, relations with City Council, and the coordination of the City's operating and capital improvement budgets. A newly created third Deputy City Manager position coordinates efforts to integrate equity principles into City operations, projects and services.

Charlottesville is an engaged community with a variety of citizen advisory groups, commissions, task forces, and ad hoc committees, which assist the City Council by studying specialized areas of interest and making recommendations for Council action. These range from the Planning Commission and the BAR to the Parks and Recreation Commission. As noted, civic engagement is a strong value in the City of Charlottesville. The City government continually creates venues for all citizens, with a special emphasis on those who are traditionally under-represented in civic processes, to become involved. This commitment to inclusive civic engagement ensures that social equity is built into the development of public priorities and policies.



The City is a full-service city with approximately 993 full-time staff, and FY 2020-21 General Fund operating budget of \$191.1 million, and an FY 2020-21 Capital Improvement Plan budget of \$25.7 million. The FY 2020-21 budget reflects the continued delivery of high-quality governmental service that citizens, businesses, and visitors rely upon daily within the constraints of the current economy. As an independent City, Charlottesville does not have the same boundaries as nor is subject to taxation by any county and is not liable for any county debt. The City is financially stable and has a AAA bond rating.

Organizational Chart



City of Charlottesville, Virginia

Deputy City Manager of Operations Profile

The Deputy City Manager of Operations will have oversight of specific departments which include Public Works, Public Utilities, Neighborhood Development Services, Transit, Redevelopment and Housing, and Parks and Recreation; may be assigned to oversee the City's community engagement initiatives, responding to inquiries from the City Council and the public, and overseeing and participating in the planning and administration of major projects and programs. The City Manager has direct supervision of the City's departments; however, the Deputy City Manager is expected to work closely with City departments on behalf of the City Manager. The Deputy City Manager is an executive staff management position reporting directly to the City Manager. This position performs complex professional and administrative work in assisting the City Manager in a variety of assignments primarily relating to the planning, direction, control and evaluation of the operations and programs of the City Government, City-wide initiatives, City Council strategic priorities, the coordination of the City's operating and capital improvement budgets.

Specific Duties and Responsibilities

- Plans, organizes and coordinates the operational and administrative functions of key City departments and/or management support divisions as assigned by the City Manager;
- Leads and directs department directors, facilitates a congruent administrative services team within the organization and ensures continuous improvements across organizational-wide programs and special projects;
- Serves as executive champion for the City's agenda process by coordinating staff and consultant presentations, ensuring timely preparation and delivery of agenda materials to the City Council, coordinating and facilitating briefings to Council committees and monitoring completions of assigned tasks;
- Recruits and manages staff leadership to execute programs, policies and systems and provides broad policy oversight of administrative support services and human resources needs;
- Consults and collaborates with executive staff and senior departmental leadership and provides advice and counsel on complex management issues, organizational structure, feasibility and the potential impact of varying courses of action; coordinates interdepartmental program elements with City-wide goals;
- Works as a strategic partner with executive management team to assist with defining action plans and developing ideas/strategies to fill business process gaps that impact the organization's mission and strategic plan;
- Manages and monitors annual action plans of assigned departments in support of Council's strategic priorities. Ensures that departmental goals are incorporated into performance objectives, and provides direction and oversight for monthly progress reporting;
- In collaboration with the City Manager, provides leadership and management direction to planning and executing team building, professional development and annual retreats for executive and senior level staff;
- Represents the City Manager at various internal and external events to further the City's employee and community engagement initiatives;
- Collaborates across City departments to determine quality and adherence of work, manages workflow and the exchange of information and ensures compliance with established policies and procedure;
- Reviews and analyzes major City studies and reports for impacts upon the community and organization, and facilitates citizen engagement process to involve the community;
- Coordinates, leads and assists in community engagement events that showcase City departments and priorities, and produces and records meaningful community dialogue and conversations;
- Recommends and develops policy changes to the City Manager;
- For the Deputy City Manager if Designated as the EEO Officer:
 - Serves as the City's Transit Department's Equal Employment Officer overseeing day-to-day management of the EEO program;
 - Develops the EEO policy statement and a written EEO Program;
 - Assists management in collecting and analyzing employment data, identifies problem areas, setting goals and timetables, and develops programs to achieve goals;

- Designs, implements, and monitors internal audit and reporting systems to measure program effectiveness and to determine where progress has been made and where proactive action is needed;
- Reviews the City's nondiscrimination plan with all managers and supervisors to ensure that the policy is understood;
- In conjunction with Human Resources, periodically reviews employment practice policies (e.g., hiring, promotions, training), complaint policies, reasonable accommodation policies, performance evaluations and grievance procedures;
- Reports at least semiannually to the City Manager on each department's progress in relation to the City's goals;
- Maintains awareness of current EEO laws and regulations, and ensures the laws and regulations affecting nondiscrimination are disseminated to responsible officials;
- Investigates complaints of EEO discrimination;
- Provides EEO training for employees and managers;
- In conjunction with human resources, advises employees and applicants of available training programs and professional development opportunities and entrance requirements;
- Audits postings of the EEO policy statement to ensure compliance information is posted and up to date.

Education, Experience and Skills

- Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in accounting, economics, planning, political science, business or public administration. Master's degree preferred.
- At least ten (10) years of progressively responsible work experience in a senior level position in either the public or private sector.
- Demonstrated experience as a senior member of a management team is required.
- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; comprehensive knowledge of the principles and practices of accounting and budgeting in government; comprehensive knowledge of the principles and practices of a municipal purchasing system and employee and general liability insurance administration; ability to prepare informative reports; ability to plan, organize direct and evaluate the work of subordinate employees; ability to establish and maintain effective working relationships with other department heads and governmental officials; ability to formulate long-range planning. Strong communication skills required.

Compensation and Benefits

The starting salary will be between \$100,000 and \$158,018 annually, dependent on education and experience level of the candidate. The City offers an outstanding program of employee benefits, including the option of participation in a Defined Benefits or Defined Contribution Retirement Plan. The opportunity to live and work in one of the most dynamic, challenging and culturally rich communities in the United States is an added benefit for the successful person. Reasonable relocation assistance will be available.

- **Medical Benefit:** Medical insurance is available through Aetna. Employees can choose from 3 options. Employee premium costs are based on plan selection. Spouse and dependent coverage is available but the cost of the premium is not subsidized. Coverage is effective on the first of the month following date of hire. Plan options and costs are determined each fiscal year and are subject to change.
- **Dental Insurance:** Provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **MetLife Vision Insurance:** The City's medical insurance through Aetna covers an eye-exam. Additional optional coverage under MetLife is available and participation is voluntary. The cost depends on the selected coverage type, employee only or dependent coverage.
- **Life Insurance:** The City provides basic term life insurance in an amount equal to two times your annual salary. The City pays the premium. You may also purchase additional life insurance.

- **Cancer/Accident/Disability Insurance** is available for purchase.
- **Vacation and sick leave** are accrued on a monthly basis. Vacation accrual is based on length of service. City executives have a beginning accrual rate of 3 weeks per year of service. Accrual is on a per pay period basis. All employees accrue 4.62 hours of sick leave per pay period. In addition, you will have immediate access to 20 hours of discretionary leave that you can use for any purpose. Employees who leave employment with the City in good standing are eligible to receive compensation for any unused vacation time up to the maximum accrual limit. There is no cash compensation for unused sick leave. However, employees participating in the City's defined benefit retirement plan can convert a percentage of their unused sick leave for additional service credit.
- **Holidays:** City employees receive 14 paid holidays per calendar year (13 observed, 1 floating).
- **Flexible Spending Accounts** for health, dependent care, and transportation/parking expenses.
- **Educational Assistance:** The City currently will pay up to \$1,200 per fiscal year towards undergraduate, or up to \$2,000 towards graduate level courses, for courses taken at approved institutions that qualify as career development. Funds are approved at the beginning of the fiscal year.
- **Retirement Plan Options:** You may choose one of two retirement plan options offered by the City: Defined Benefit or Defined Contribution. The Defined Benefit Plan pays a monthly benefit for life at retirement based on your years of credited service and your average compensation while you are working at the City. Employees contribute 5% of base salary to this plan. With the Defined Contribution Plan, an account is established on your behalf and your account grows through contributions from the City and earnings from investments you select. The defined benefit requires 5 years of service to vest. Vesting in the Defined Contribution plan is immediate. The City makes contributions to both plans. The current contribution rate to the Defined Contribution plan for executives is 21.96% as of July 1, 2020. The contribution rate will be reduced to 19.5% on July 1, 2021.
- **Long Term Disability:** The City provides long term disability insurance at no cost. If unable to work due to illness or injury, the plan replaces 60% of your basic monthly earnings up to a maximum of \$6,000 per month. There is a 90-day elimination period.
- **A Deferred Compensation Plan (457):** Participation is voluntary. The employee on a pre-tax basis makes all contributions. ICMA is the administrator for the City's plan.
- **Employee Assistance Program.** The program is confidential and available to employees and family members at no cost.

Application and Selection Process

Applications for the position must be submitted online at www.charlottesville.gov/jobs. Resumes will not be accepted in lieu of the online application. The application deadline is April 9, 2021 at 5pm EST. Please also submit with your online application a cover letter, résumé, salary history and five (5) professional references with your online application.

Following the closing date, applications will be screened based on the criteria as described. Candidates with relevant qualifications and who are identified as best qualified based on their provided information will be contacted to schedule preliminary interviews. The candidate pool will then be narrowed further, based on the preliminary interviews, to the next stages of the process to include but not limited to additional interviews, background inquiries, and reference checks.

The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at all Levels of its Workforce.

