

# CITY OF ALEXANDRIA, VIRGINIA

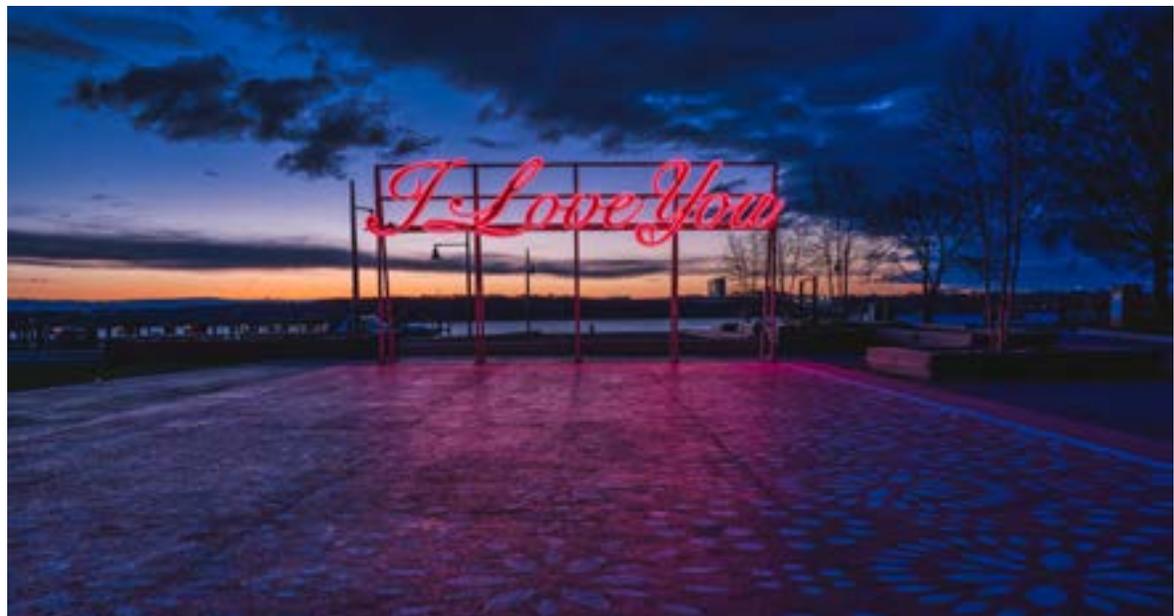
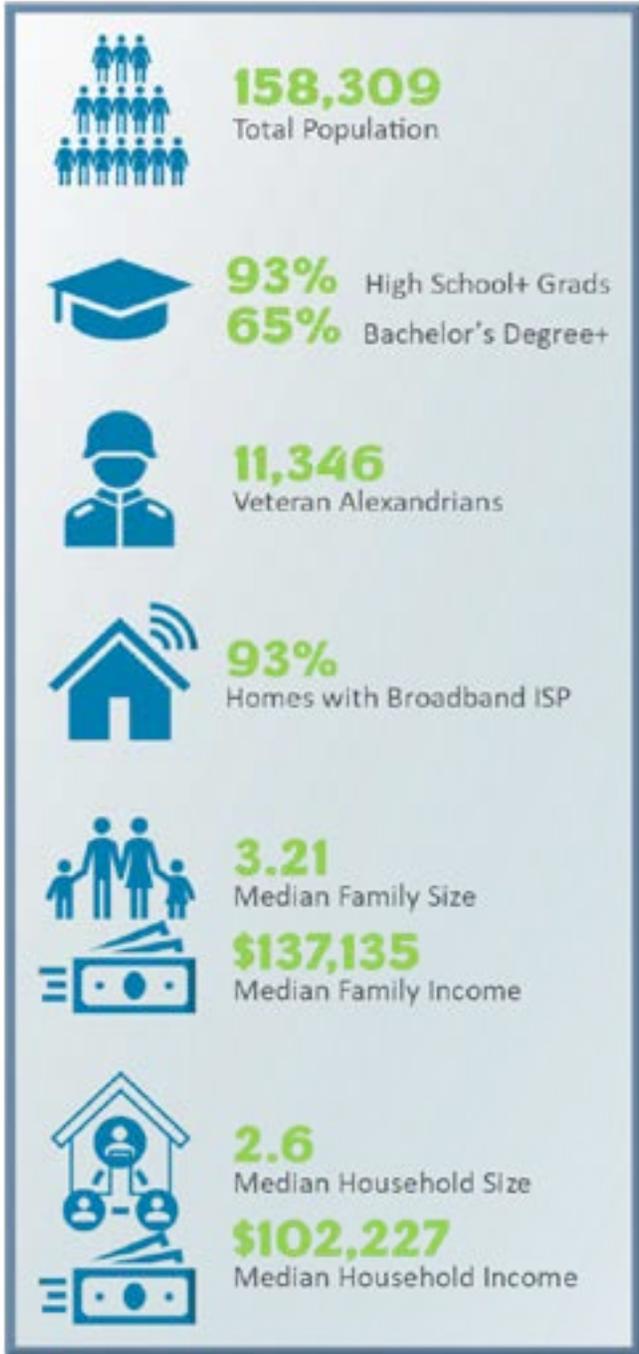
## DEPUTY CITY MANAGER



# An Extraordinary Opportunity to Work in a World-Class City

The award-winning City of Alexandria is recruiting nationally for a Deputy City Manager (DCM). The next DCM will have a verifiable and highly successful track record of inclusive and transparent leadership who will build on the City's momentum, capitalize on the City's continued growth, and set dynamic strategies to support opportunities for the City to move forward. Serving at the pleasure of the City Manager, the DCM will work with an impressive leadership team and oversee a capable staff of approximately 2,765 employees with an operating budget of approximately \$839.2 million.





# The Community

The City of Alexandria is located in northern Virginia across the Potomac River from the District of Columbia and is bordered by Arlington and Fairfax counties. With a population of approximately 150,000 and a land area of 16 square miles, Alexandria is the seventh-largest city in the Commonwealth of Virginia. Alexandria is a unique and historic place experiencing substantial urban redevelopment due to high market demand for urban living in a quality environment. Although the City is part of a larger metropolitan area that includes the Nation's Capital, it has retained its historic character. About one-quarter of the City's 16 square miles has been designated a national or local historic district. Thousands of buildings in these districts are monuments to the past while being actively used by citizens for homes, businesses, and museums.

The City is racially and ethnically diverse, with approximately one-quarter of the City's residents foreign-born. Students at the City's single public high school come from 88 countries and speak 69 languages. Overall, Black and African Americans comprise approximately 22 percent of the residential population, Hispanic or Latinos constitute over 16 percent, and Asians constitute almost 6 percent. In 1988, the City amended its Human Rights Ordinance by adding sexual orientation as a protected class. In 2001, it became the first city in Virginia to adopt a living wage ordinance for its employees and service contractors. Alexandria has one of the highest per capita incomes and one of the highest higher education attainment levels in the United States. Alexandria was founded almost 50 years before the District of Columbia.

In 2020 City Council unanimously passed the All Alexandria referendum with the goal of reducing and eliminating disparities and inequities experienced by City residents. The City's Old and Historic District is the third oldest historic preservation district in the U.S. Historic landmarks include the recently opened Freedom House, which honors the lives and experiences of the enslaved and free Black people, Christ Church, where famous Virginians worshiped; and Gadsby's Tavern, a meeting place visited by Lafayette and George Washington. In addition to its historic sites, Alexandria includes a variety of attractions. One of the metropolitan area's largest concentrations of international restaurants can be found in Old Town. The Torpedo Factory Art Center, located on the City's waterfront, provides an opportunity for the public to meet more than 200 professional artists. The City's Farmers Market, at 261 years old, is the nation's oldest farmers market that has been meeting continuously at the same site, Market Square. The City's Del Ray/Rosemont areas offer beautiful tree-lined streets, eclectic shops, and various annual community events. The City's West End is filled with vibrant neighborhoods and will be the site of a new Landmark Center, which will serve as a major residential, shopping, and dining attraction.

Alexandria is home to over 12,000 thriving businesses and organizations, which includes a significant representation of technology companies, the fourth-largest concentration of professional and trade associations in the country, the United States Patent and Trademark Office, and a tourism industry that hosts nearly 3.3 million visitors and brings in over \$700 million in visitor spending each year. A new headquarters for the National Science Foundation and its 2,100 employees opened in 2017, and Virginia Tech will open its innovation campus in Alexandria near National Landing, the site of Amazon's second headquarters.

# The Organization

Alexandria has had a strong tradition of self-government since its founding in 1749. It is an independent city (Virginia cities have no county affiliation) and derives its governing authority from a Charter granted by the Virginia General Assembly. Virginia is a Dillon Rule state, which means that local governments have only the authority expressly granted to them by the Virginia Constitution or by the Virginia General Assembly in the City Charter or general law.

The City adopted the Council-Manager form of government in 1922. The City's governing body is the City Council, which formulates policies for the administration of the City. The City Council is composed of a Mayor and six Council Members elected at-large on a partisan basis for a three-year term (not staggered). The Mayor is chosen on a separate ballot and presides over sessions of the Council. Legislative sessions of the City Council are held on Tuesday evenings twice per month except in August. Public hearings, which focus largely on land use and development decisions, are held on one Saturday per month when Council is in session, allowing citizens an opportunity to speak on matters that concern them, especially relating to land use. In addition, there are about 80 City Boards and Commissions with Council-appointed citizen representation. These bodies compose a formal system through which citizens can advise City Council on major issues. Boards and commissions are responsible to City Council, and Council makes appointments at their regular legislative meetings.

The City Council appoints the City Manager, who serves as the City's CEO. The City Manager has appointment and removal authority over most City personnel. The City Manager is responsible for implementing the policies established by the City Council. The City Manager, James F. Parajon was appointed on December 1, 2021, after the retirement of City Manager Mark Jinks. The City provides a comprehensive range of municipal services, including land use planning, education, health, welfare, housing, and human services programs; public safety and administration of justice; community development, recreation, library, consumer assistance, cultural and historic activities, and transportation and environmental services. The City budget provides for approximately 2,400 full-time employees, excluding school employees. The City of Alexandria's Fiscal Year (FY) 2023 approved All Funds Operating Budget is \$ 839.2 million. The FY2023- FY2033 approved Capital Improvement Program (CIP) is over \$2.7 billion.

# The Position

The DCM works under the direction of the City Manager in a City Manager-Council form of government. This position builds and maintains strategic partnerships with City departments and key stakeholders to effectively carry out the vision for the City. This dynamic team demands a progressive thinker who can work with critical thinkers consistently motivated to better serve the City of Alexandria and its residents. The City Manager's Office promotes strong working relationships with residents, elected officials, and key stakeholders to develop and implement programs and strategies that revitalize, enhance, and create broad opportunities within the City's communities.

The successful candidate will be data-driven and effective at creating and implementing programs and strategic initiatives. The DCM will seamlessly navigate the needs of residents, small and large businesses, and regional partners to create and preserve the unique, vibrant neighborhoods that are the foundation of the thriving city.

Alexandria City Council adopted six priorities through the lens of equity, environmental justice, civility, transparency, respect, and service that have been used to provide a cohesive framework for budget and policy decisions for the next fiscal year. To operationalize these values, City Manager James Parajon has directed staff to develop an interdepartmental business plan for each priority. This plan will consolidate existing plans and contain specific objectives and indicators. The DCM can expect organizational work to focus on the following priorities:

- ❖ Recover from the COVID-19 Pandemic
- ❖ Provide Diverse Housing Opportunities
- ❖ Define Our Community Engagement Approach
- ❖ Support Youth and Families
- ❖ Foster Economic Development
- ❖ Develop a Compensation Philosophy

## **Specifically, the Deputy City Manager will provide executive leadership in the following key areas:**

- ❖ Plan, direct, coordinate, and facilitate the success of major areas of service to include assistance in prioritizing and assigning work, performance development, and talent management of direct reports and various teams;
- ❖ Provide oversight of complex programs, initiatives, and high-level special projects that are large-scale, multi-year and have a significant impact on the community;
- ❖ Maintain positive relationships and effectively communicate with elected officials, City Manager, other Deputy City Managers, and the Executive Team to keep them up to date on complex municipal and community issues under their span of control. Confers with the Executive Team and staff to review, plan, and discuss policies, programs, and strategies;
- ❖ Meet and correspond with various citizens, professional, business, and other groups and answer questions and secure their support in carrying out various programs;

- ❖ Research, analyze, and develop recommendations on City-wide issues, public policy issues, pending legislation, and other administrative issues. Review results of major studies and coordinate the preparation of reports and recommendations;
- ❖ Responsibilities require significant contact with residents and community leaders, as well as other regional stakeholders;
- ❖ The Deputy will serve as Acting City Manager in the City Manager's absence and must be capable of executing the City Manager's duties;
- ❖ The Deputy City Manager serves as Deputy Chief Executive for the City government, supplementing and acting for the City Manager as required, and directly supervises a grouping of departments and offices designated by the City Manager;
- ❖ The Deputy City Manager assists the City Manager in directing the day-to-day operation of the City government;
- ❖ The Deputy City Manager also is involved in long-range operational plans;
- ❖ The Deputy City Manager acts on their own initiative and substitutes for the Manager when absent;
- ❖ The Deputy City Manager exercises general supervision over all functions and activities of the City government when acting for the City Manager; and
- ❖ The work of the Deputy City Manager is performed in accordance with generally established policies. The scope of assignments for the Deputy City Manager varies from time to time, depending upon the emphasis of various City programs and problems encountered.

## The Ideal Candidate

Ideal candidates for this position should be exceptional leaders and teambuilders capable of planning, problem-solving, and directing the services of this organization.

The ideal candidate must have the ability to build relationships, be flexible, and work in a team-oriented matrix organization. Exceptional oral/public speaking and written communication skills are needed; the DCM will be called upon to make presentations clearly and credibly before employee groups, citizen groups, committees, councils, media, and management staff at all levels. In addition, the successful DCM recognizes and adapts to the audience to ensure that concepts are easily understood and visualized. An individual who knows when to take an entrepreneurial approach to problem-solving is preferred. A hands-on approach and willingness to lead by example are required.

The ideal candidate will be of the highest integrity and genuinely committed to respecting employees, responsive to organizational needs, and open and honest in all internal and external relationships. The desired candidate will be known for using proactive, forward-thinking, and creative methods in planning for workforce development. The selected candidate must be capable of managing a team responsible for highly complex issues and be curious and action-oriented.

The successful candidate will ensure inclusiveness and tactfulness when presenting their opinions. This position requires a person with curiosity and enthusiasm, capable of operating with independence and initiative while remaining aligned with the policy direction of the City Manager. The ideal candidate must exhibit a great deal of political savvy and sensitivity.

# Education and Experience



Photo provided by: Chris Cruz for Visit Alexandria

**Education:** Minimum- Four-Year College Degree or equivalent experience; five years of experience at a Department Head or Office Director level in a local or state government or equivalent political subdivision; substantial knowledge of multiple areas of local governmental programs, policies, and procedures and experience in engaging multiple stakeholders in problem-solving and negotiating solutions to issues.

Preferred- Master's Degree; five years of experience at a Deputy City or Deputy County Manager level, or in a similar local government position that required a high level of knowledge and management of various local government programs; substantial experience in project management or in leading policy or program development; extensive experience in engaging multiple stakeholders including the general public in problem-solving and negotiating solutions to issues; substantial knowledge of the theories and practices of local government management, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Review and Evaluation of Qualifications:** Working with Ralph Andersen & Associates, the City of Alexandria will give serious consideration to all qualified candidates that apply who have considerable supervisory experience, a solid understanding of technology, and a proven track record of success. The review and evaluation of qualifications will be at the discretion of the City, based on the most appropriate combination of experience, curiosity, and education that provides the knowledge, skills, and abilities required by the position and that fits the needs of the City of Alexandria.



## Compensation

The successful candidate will receive a highly competitive salary with an excellent executive benefit package. The salary range for this position is competitive and dependent upon the qualifications and experience of the selected candidate. In addition, benefits are provided, which include: annual leave, holidays, and sick leave; a retirement plan; health insurance, dental plan, life insurance, and long-term disability insurance; optional deferred compensation; credit union membership; sick leave bank; and an employee assistance program.

# The Selection Process

Interested candidates may apply by sending their resume, cover letter, and six professional references to Ralph Andersen & Associates via [apply@ralphandersen.com](mailto:apply@ralphandersen.com).

Candidates are requested to submit materials prior to **Monday, November 7, 2022**. Candidates may be asked to complete a series of written responses for further evaluation and presentation and submit a summary of career accomplishments as part of the final steps of the selection process. Ideally, the selected candidate will join the City of Alexandria at a mutually agreed-upon date.

Interested individuals should be aware that Ralph Andersen & Associates will work closely with the City throughout this process to fully ensure confidentiality possible. References will not be contacted until mutual interest has been established. If you have questions or would like to discuss this opportunity further, please call Mr. Robert Burg at (916) 630-4900.

**The City of Alexandria is an Equal Opportunity Employer/Drug-Free Workplace.**

[www.alexandriava.gov](http://www.alexandriava.gov)

