

THE CITY OF CHARLOTTESVILLE, VIRGINIA



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

**DEPUTY CITY MANAGER  
CHIEF OPERATING OFFICER**



## 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

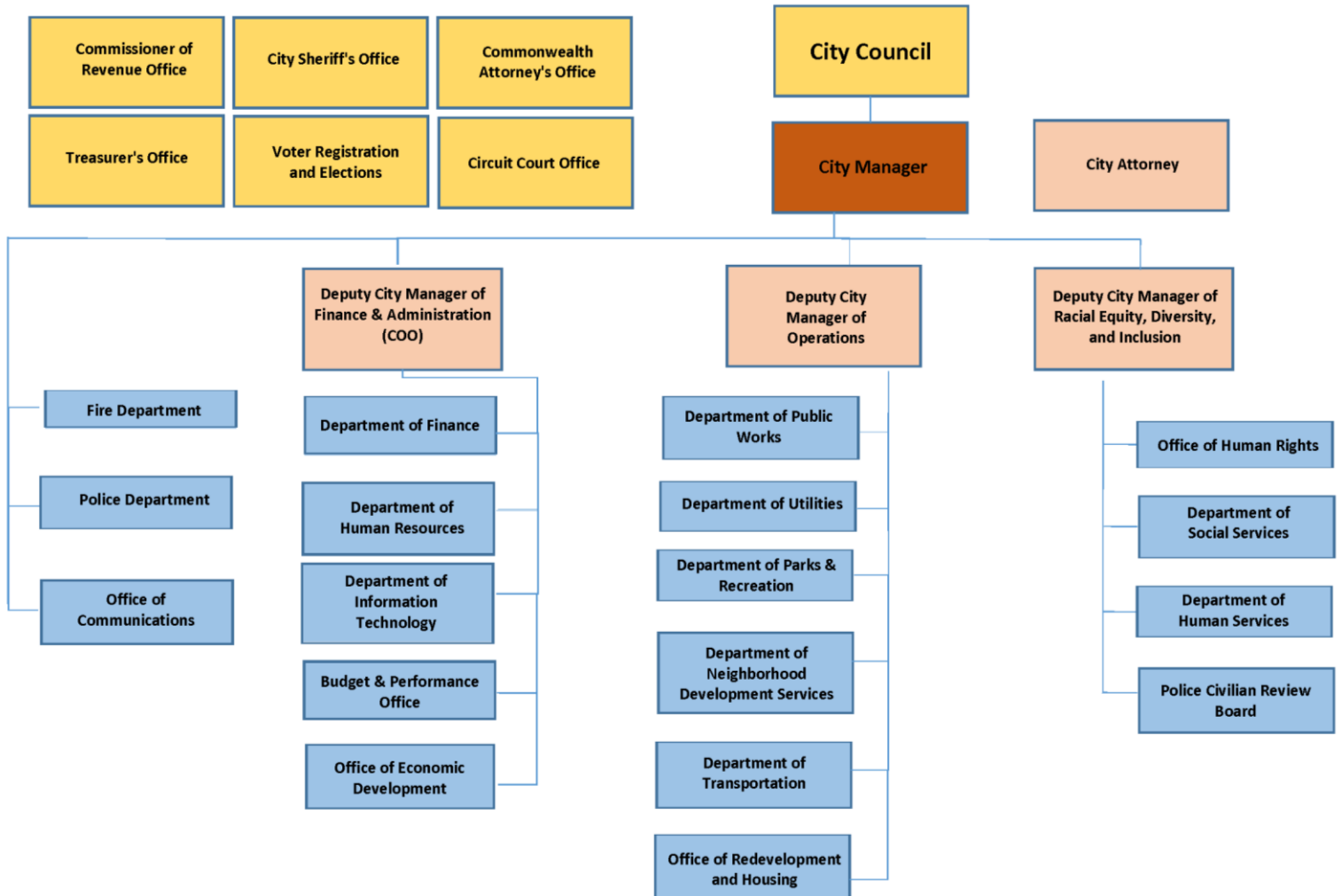
The City operates under the City Manager/Council form of government. The City of Charlottesville voters elect a five-member Council to serve at-large as the City's legislative and governing body. Members serve staggered four-year terms, and they select one Councilor to serve as Mayor and one as Vice-Mayor 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. Three 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 racial diversity, equity and inclusion, 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.

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 2021-22 General Fund operating budget of \$190 million, and an FY 2022-26 Capital Improvement Plan budget of \$121 million. The FY 2021-22 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 Profile

The Deputy City Manager / Chief Operating Officer (COO) will have oversight of specific departments which include Finance, Budgeting, Human Resources, Economic Development, Information Technologies and Strategic Planning; 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 / Chief Operating Officer (COO) is an executive staff management position reporting directly to the City Manager. This position works collaboratively with Deputy City Managers, Department Directors, Assistant Directors and other senior leadership within the organization to support the City Manager, primarily at the intersection of organizational goals and objectives, city council strategic priorities, city wide initiatives, special projects, operational efficiencies, fiscal affairs, and administrative operations. This is accomplished by serving as a trusted advisor to the City Manager, overseeing internal and external commitments, ensuring priorities are strategically managed and results measured, and service delivery meets and aligns with established organizational performance standards.

### 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 director level department heads, facilitates a congruent administrative services team within the organization and ensures continuous improvements across organizational-wide programs and special projects;
- Manages the development, analysis and administration of budgets for reporting departments, evaluates policies and procedures, presents recommendations for revisions to the City Manager, administers assigned projects and monitors progress;
- 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;
- Serves as executive champion for full City Council focused activities including annual planning retreat, biennial inauguration, onboarding program and office staffing;
- Serves as first point of contact to the City Council in the absence of the City Manager on high priority items/issues;
- Serves as the City Manager's Office liaison to the City Attorney's Office on critical issues that cross multiple departments and requires collaborative decision making and outcomes;
- Recruits and manages staff leadership to execute programs, policies and systems and provides broad policy oversight of administrative support services including budgetary 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 department 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 work flow and the exchange of information and ensures compliance with established policies and procedure;
- Builds and oversees the City Manager's Enhanced Quality of Public Services Program to expand its reach across all levels of the organization and mobilizes resources to advance a new culture that aligns with organizational priorities;
- Coordinates the development and management of the City Council's Strategic Plan and monitors organizational and stakeholder performance toward strategic plan goals and priorities;
- Performs other duties as assigned.

## Education, Experience and Skills

### Education:

- Any combination of education and experience equivalent to graduation from a college or university of recognized standing, with a degree in accounting, economics and business, public administration, or other local governmental services field.

### Experience:

- 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.

**Knowledge, Skills and Abilities:** 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 \$161,179.20 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 contribution rate to the Defined Contribution plan for executives is 19.5% effective 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](http://www.charlottesville.gov/jobs). Resumes will not be accepted in lieu of the online application. The application deadline is July 02, 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.*

