The City of Charlottesville is seeking an experienced professional to serve as Deputy City Manager of Operations, this is an executive staff management position reporting to the City Manager. This position works collaboratively with Department Directors, Assistant Directors and other senior leadership within the organization to support the City Manager. This is accomplished by serving as a trusted policy advisor and analyst to the City Manager, ensuring priorities are strategically managed and results measured, and service delivery meets and aligns with established organizational performance standards.

This recruitment profile provides background information on the community and its government operations. It also outlines the qualifications, experience, compensation, and benefits. Including the knowledge, skills, and abilities determined to be necessary and desirable for successful performance as the Deputy City Manager of Operations.

To be considered, qualified candidates are encouraged to submit a cover letter and resume, and five (5) professional references, along with their online application at www.charlottesville.gov/jobs.

This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.

First review of applications will begin on Friday, March 1, 2024.

Inquiries relating to the Deputy City Manager of Operations position may be directed to:

Human Resources
P.O. Box 911
Charlottesville, VA 22902
Email: HR@charlottesville.gov
Phone: (434) 970-3490
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 2018, the population of the City was estimated to be approximately 48,117 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 each year.

The City has ample health care resources. The University of Virginia’s Health Science Center provides world renowned medical research, health care, and training. Martha Jefferson Sentara Hospital has 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, camping, or you prefer fine dining, shopping, or the arts, the unique and picturesque 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.
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
1000 full-time staff, an FY 2023 - 24 General
Fund operating budget of $228 million, and an
FY 2022- 26 Capital Improvement Plan budget
of $116 million. The FY 2023 - 24 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.

City Manager

Appointed by Charlottesville
City Council to serve as City
Manager, effective August 1,
2023. Samuel Sanders, Jr
served for two years as Deputy
City Manager of Operations for
the City, after serving as the Executive Director
of Baton Rouge, Louisiana's Mid City
Redevelopment Alliance. A native of
Tuscaloosa, Alabama, Sanders is a graduate of
Christopher Newport University in Newport
News and holds an M.P.A. from Troy
University. He completed the Achieving
Excellence program at Harvard University's
Kennedy School of Government in 2020.
Position Profile

Deputy City Manager of Operations

General Summary:

The Deputy City Manager of Operations 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.

This position works collaboratively with Department Directors, Assistant Directors and other senior leadership within the organization to support the City Manager. This is accomplished by serving as a trusted policy advisor and analyst to the City Manager, ensuring priorities are strategically managed and results measured, and service delivery meets and aligns with established organizational performance standards.

Specific assignments may include the oversight of specific departments (such as Public Works, Public Utilities, Transit, Neighborhood Development and Community Solutions), 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. Does related work as required.

The City Manager has direct supervision of the City's departments; however the Deputy City Manager of Operations is expected to work closely with City departments on behalf of the City Manager. Reports to the City Manager and may act in their absence. Primarily and most frequently the work done here is performed as a leader or director with broad functional areas and more expertise and strategic focus.

Essential Responsibilities & Duties:

- 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 work flow 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;
• May act as City Manager in their absence;
• Performs other duties as assigned.

Qualifications, Education & Experience:

• Any combination of education and experience equivalent to a Bachelor's degree from an accredited college or university in accounting, economics, business or public administration, or other local government services field. Master's degree preferred.
• At least five (5) years of experience in a Director level position, an equivalent or higher-level position; preference for 10 or more years. Demonstrated experience as a senior member of a management team is required. Preference for experience with collective bargaining and finance.

Demonstrated Knowledge, Skills & 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 & Benefits:

The preferred hiring amount for this position is between $175,011.20 to $205,171.20 Annually. Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt position. 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. For a general summary of benefits offered by the City, please click here. Reasonable relocation assistance may 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 are available for an additional cost. 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** is provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage are available for an additional cost.

- **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 80 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, in accordance with City policy provisions. 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 $1,500 per fiscal year towards undergraduate, or up to $3,000 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 19.5%. The contribution rate is subject to review and may be changed.

- **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. Employees can contribute pre-tax or after-tax Roth contributions from their pay for additional retirement savings. Mission Square is the record keeper for the plan.

- **Employee Assistance Program**: The program is confidential and available to employees and family members at no cost.
Application & Selection Process:

To be considered for this position with the City of Charlottesville, an application must be filled out and submitted online at www.charlottesville.gov/jobs. Please include with your online application a cover letter, résumé, and five (5) professional references.

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