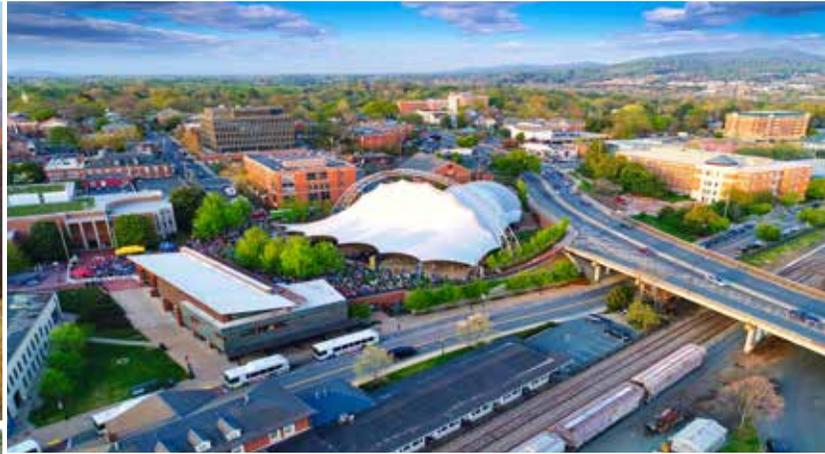




S. RENÉE NARLOCH  
& ASSOCIATES  
PROFESSIONAL EXECUTIVE RECRUITMENT



CITY OF CHARLOTTESVILLE, VA  
INVITES YOUR INTEREST IN THE POSITION OF  
CITY MANAGER

## THE COMMUNITY

The City of Charlottesville is located in West Central Virginia, approximately 100 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.

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. 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."

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.

In August 2017, Charlottesville was the site of white supremacist rallies, which became violent and resulted in the death of an individual protesting against the rallies and injuries to many others. The incident became national news, and Charlottesville became a symbol of



political turbulence nationwide. Today, Charlottesville is still grappling with the trauma of these events and their impact on the community.

## THE ORGANIZATION

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 the 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.

The City is a full-service city with approximately 977 full-time staff, an FY2018-19 General Fund operating budget of \$179.7 million, and an FY2018-19 Capital Improvement Plan budget of \$23.4 million. The recently adopted 2018-19 budget reflects the continued delivery of high-quality governmental services 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 indebtedness. The City is financially stable and has a AAA bond rating.

## THE POSITION

The City Manager serves as the chief executive officer and is responsible for executive management and oversight of a full array of urban services in a densely developed and active university community. The City Manager oversees citywide operations and carries out council policies and directives, attends Council meetings, makes recommendations to the Council, and keeps the Council equally and fully advised on matters of the City, including its financial condition. The City Manager, along with two Assistant City Managers, provides general leadership, direction, guidance, and management for departments

including finance, fire, human resources, human rights, human services, information technology, neighborhood development services (which is the City's planning and development review department), parks and recreation, police, public utilities, public works (which includes the City's office of sustainability), social services, and transit. The offices of communications, economic development and the redevelopment manager are divisions within the City Manager's office and currently report directly to the City Manager. Under the City Code, the Manager seeks the advice and consent of the City Council prior to appointment and removal of City Attorney.

The City Manager is responsible for facilitating the City's goals and objectives, preparing the City's annual budget, and coordinating the City's efforts to accomplish cost savings and increased efficiencies.

Characteristics and traits, which are essential to the success of the City Manager, include:

- Must be able to understand and successfully manage an organization with many complex and interrelated "moving parts";
- Ability to craft a position of "what is possible," serving as a visionary for the City Council and staff with the ability to take reasoned risks, while employing creative and innovative thinking to forge solutions;
- Must have a service-oriented approach to public service;
- Collaborative in dealing with others and comfortable in developing shared solutions;
- Strong analytical skills, an "idea" person who thinks and acts strategically while looking at issues from all aspects before making a decision;
- Strong and enthusiastic in presenting ideas, while being respectful of others;
- Self-starter, hardworking, and producer who sets an example for others;
- Team-builder, who mentors and believes in building staff capabilities;
- A people person who understands citizens and enjoys working with them;
- Clearly understands the role of the City Manager;
- Fair in approach to decision making yet firm in the application of policies, rules, and laws;
- Ability to manage with confidence and the courage to "present the good news with the bad" and do what's right, even in the face of adversity;
- Flexible; can adjust to changing leadership and conditions within the City when warranted;
- Organized and timely in response to requests for information from all sources;
- Develop and maintain good public relations with citizens, community groups, City staff, City Council and regional leaders;
- Willing to be the visible leader of staff, setting a positive tone even during difficult periods;
- Ability to communicate with various constituencies without intimidation or condescension.



The ideal candidate will have demonstrated prior experience in successfully managing a City or County budget with emphasis on efficient utilization of available resources and transparency. Must know the value of performance measurement tools and their applicability to improving public sector operations. A working knowledge of innovative and progressive best practices in community engagement, urban planning and design, zoning and equitable development is highly desirable.

The City Manager must effectively communicate the needs of the City and the City Council's goals. Must motivate staff and demonstrate fairness while holding staff accountable. Fostering an environment of team-building, staff development and customer service is imperative.

Candidates should have demonstrated skills in successfully initiating and completing a wide range of economic development and redevelopment projects in an urban setting, within a progressive community committed to racial equity, and environmental sustainability. Must have significant experience and success in dealing with urban housing and affordable housing issues in a community with a high concentration of rental housing, university students, rapidly appreciating land values, and challenging sites available for redevelopment.

The successful candidate must have a desire to work and be visible in an economically and socially diverse city with an ability to understand the needs of the business and academic community. Candidates should be able to present a confident image of the local government to the community at large and must demonstrate a positive, productive attitude. Developing and maintaining good working relationships with regional stakeholders including governments within the area/region, community organizations, the Charlottesville school division, and state and federal agencies is needed.

The City Manager must have

exceptional leadership skills, along with a collaborative, team-oriented management style. A visionary with business acumen and strong financial and budgetary skills is sought. Originality, resourcefulness, initiative, and ingenuity are highly desirable characteristics. Must be decisive, compassionate, thick-skinned and not afraid to address tough issues through community engagement and take action with resolve. The City Manager must be apolitical, diplomatic, and respectful of others



while taking a creative, proactive approach to solving challenges and resolving differences in a caring manner. The City Manager will promote a positive, supportive work environment; mentor, develop, and empower staff; and embrace a culture that encourages, recognizes and rewards excellence. The City is seeking candidates who are personable, approachable, pleasant, and accessible. Excellent interpersonal and communication skills are essential. A good sense of humor is appreciated. The ideal candidate will be open, honest, candid, fair, trustworthy and ethical with high moral standards. A self-motivated individual who is a good listener, a consensus builder, and responsive to Council and citizen concerns is needed. Must be strong, self-confident, discreet, and tactful.

As the community continues to find its way in the aftermath of August 2017, the City Council is seeking strong leadership, which can guide the City in identifying and addressing issues and implementing useful long-term solutions. While the City is committed to strengthening the community, it is imperative that the City Manager take a lead role in moving the City forward to becoming a unified, inclusive community.

Requirements include a Bachelor's degree in Public or Business Administration or related field; a Master's degree is highly desirable. A substantial amount of public sector management experience as a manager, deputy or assistant in a comparably sized or larger city or county is required. Should have experience in a broad range of areas including working effectively with citizen groups and building community and Council consensus, as well as substantial experience in economic and community development/redevelopment, and public finance. Certification as an ICMA Credentialed Manager is a plus. A working knowledge of innovative and progressive best practices in community engagement, urban planning and design, zoning and equitable development is highly desirable.

## COMPENSATION

The salary range is open, dependent upon qualifications. The starting salary will be based on the knowledge and experience of the individual selected. The City offers an attractive benefits package including a choice of a defined benefit or defined contribution retirement plan. City residency is required within 90 days from date of employment.

## TO APPLY

If interested in this outstanding opportunity, please visit our website at [www.srnsearch.com](http://www.srnsearch.com) and apply online. The first review of applicants will take place on January 21, 2019; position is open until filled.

Résumés will be screened according to the qualifications outlined above. Screening interviews with the most qualified applicants will be conducted by S. Renée Narloch & Associates to determine a select group of finalist candidates who will be asked to provide references; references will be contacted only following candidate consent. Final interviews will be held with the City of Charlottesville. Candidates will be advised of the status of the recruitment following the selection of the City Manager.

Questions regarding recruitment may be directed to:

Ms. S. Renée Narloch, President  
S. Renée Narloch & Associates  
[info@srnsearch.com](mailto:info@srnsearch.com) | 850.391.0000  
[www.srnsearch.com](http://www.srnsearch.com)

*The City of Charlottesville is an Equal Opportunity Employer. Pursuant to the Virginia Freedom of Information Act, applications and résumés may be subject to public disclosure at the Council's discretion.*



2910 Kerry Forest Pkwy D4-242, Tallahassee, FL 32309  
P 850.391.0000 | F 850.391.0002  
1102 S. Austin Ave 110-296, Georgetown, TX 78626  
P 512.843.5439 | F 850.391.0002  
[www.srnsearch.com](http://www.srnsearch.com) | [info@srnsearch.com](mailto:info@srnsearch.com)