



RECRUITMENT PROFILE

DIRECTOR OF PUBLIC WORKS CITY OF CHARLOTTESVILLE, VIRGINIA

This Recruitment Profile outlines factors of qualifications and experience identified as necessary and desirable for Candidates for the Director of Public Works position to possess and provides background information on the community and City of Charlottesville.

Importantly, this Profile will be used as a guide in the recruitment process, providing criteria by which applications will be screened and individuals selected for final interview and appointment consideration.

All inquiries relating to the recruitment and selection process for the Director of Public Works position are to be directed to the Michele Vineyard, Director of Human Resources at 434-970-3490, vineyardm@charlottesville.org.

COMMUNITY BACKGROUND



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.

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 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 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.

The City is a full-service city with approximately 994 full-time staff, and FY 2019-20 General Fund operating budget of \$188.8 million, and an FY 2019-20 Capital Improvement Plan budget of \$35.4 million. The FY 2019-20 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.

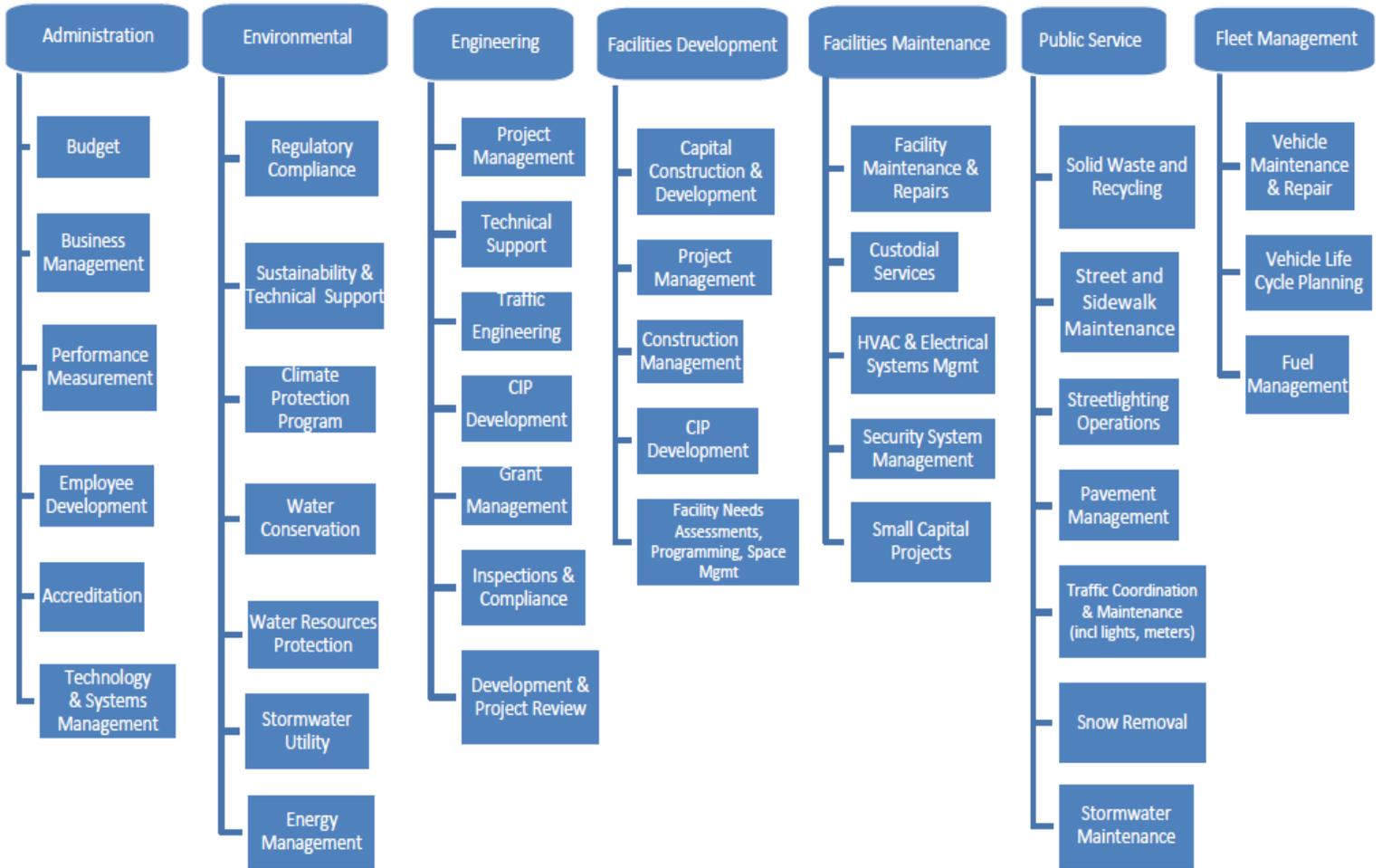
DEPARTMENT OF PUBLIC WORKS

The Charlottesville Public Works Department mission is to provide professional public works services to manage natural and built systems, and foster community health, safety, and sustainability.

The Department currently operates with 134 full-time positions, in addition to part-time and seasonal employees, with an approximate FY 20 operating budget of \$20,000,000. The Public Works Department core programs and services include:

- **Public Works Administration Office:** Budget, business, and performance management, personnel management and employee development, accreditation, and technology and systems management.
- **Engineering Division:** Project management, technical support, traffic engineering, transportation CIP development, grant management, inspections and compliance, and development and project review. Engineering also ensures erosion control and stormwater compliance and provides technical support to the stormwater utility.
- **Environmental Sustainability Division:** Regulatory compliance, sustainability & technical support, climate protection program, water conservation, water resource protection, and energy management. The environmental sustainability division also houses the administrative and management functions of the stormwater utility.
- **Facilities Development Division:** Capital construction & development, project management, construction management, facility CIP development, facility assessments, programming, and needs assessment.
- **Facilities Maintenance Division:** Facility maintenance & repairs, custodial services, HVAC & electrical systems management, security systems management, and small capital projects.
- **Fleet Management Division:** Vehicle maintenance & repair, equipment lifecycle management, and fuel management.
- **Public Service Division:** Solid waste & recycling, street & sidewalk maintenance, pavement management, streetlights, traffic signals, signs, snow removal, leaf removal, stormwater utility maintenance, and emergency operations.

CURRENT ORGANIZATIONAL STRUCTURE FOR THE DEPARTMENT



DIRECTOR OF PUBLIC WORKS

The Director performs complex professional and administrative work leading the Public Works Department. Leads the work of the Public Works Administration Office and oversees the operations of the departments six divisions: Engineering, Environmental Sustainability, Facilities Development, Facilities Maintenance, Fleet, and Public Service. Primarily and most frequently the work done here is performed as leader or director with broad functional areas and more expertise and strategic focus. The City Manager appoints this position. The Director will report to the Deputy City Manager of Operations for operational purposes. Working under the direction of the Deputy City Manager, the Public Works Director is responsible for the planning and organization of the operations and maintenance functions of the department, and coordinates assigned activities with other city departments and outside agencies. Operations are 24/7 and include all weather related and other emergencies.

CANDIDATE QUALIFICATION CRITERIA

The following factors of education, experience, management style, and personal traits have been identified as "ideal" attributes for Candidates to possess in order to function effectively in the Director of Public Works position.

Education and Experience

- Any combination of education and experience equivalent to graduation from an accredited 4-year college or university. Preference is for candidates possessing a master's degree in public administration, business administration, or a related field.
- Minimum of eight years of increasingly responsible professional experience in public works operations, programs and services, including a minimum of four years of supervisory, budgetary, and management responsibility; preferably in a municipal or public sector environment.
- Preference for candidates with licensure as a registered Professional Engineer (P.E.) in the Commonwealth of Virginia or reciprocity from another state and the ability to secure a Virginia P.E. within twelve months.
- By employment start date, possession of a valid appropriate driver's license issued by the Commonwealth of Virginia required.

Demonstrated Skills

- Comprehensive knowledge of municipal public works administration, planning and budgetary control; Thorough knowledge of principles of supervision, training, performance evaluations and modern personnel administration practices; Ability to formulate comprehensive operational policies and procedures; Ability to prepare complex technical reports; Demonstrated ability to meet timelines and to manage processes, budgets, and programs; Ability to supervise the work of a wide ranging professional staff; Strong organizational and team-building skills with demonstrated leadership and consensus-building skills; Ability to maintain effective working relationships with City officials, other public officials, employees, contractors, and the general public; strong public relations and communication skills with the ability to communicate effectively both orally and written; Thorough knowledge in asset management, condition rating and setting priorities to maintain functional infrastructure.

Duties and Responsibilities

- Assumes full management responsibility for all Public Works Department services and activities;
- Serves as the liaison between the Office of the City Manager and field and office operations of the department, advises on the same;
- Direct the development and implementation of Public Works Department goals, objectives, policies and priorities for each assigned service area;
- Serves as intergovernmental coordinator between departments, federal, state and other local authorities;
- Oversees and participates in the development and administration of the Public Works Department operating and capital budgets and the stormwater utility enterprise fund;

- Represent the Public Works Department to the general public, other city departments, elected officials and outside agencies; coordinates Public Works Department activities with those of other departments and outside agencies;
- Oversees the coordination and execution of capital improvement projects with staff, municipal departments, and regional partners;
- Supports the delivery of City goals and commitments related to climate and sustainability;
- Assesses and monitors the City's infrastructure to provide adequate levels of public service both for existing systems and development;
- Plan, direct and coordinate the Public Works Department work plan and accreditation efforts; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with management staff to identify and resolve problems.
- Development and evaluation of programs, policies, and procedures necessary to ensure safe and effective management of staff and daily operations.
- Oversees and directs engineering functions to include large-scale transportation projects in accordance with VDOT and FHA guidelines;
- Directs the recruitment, training, and development of new and existing department personnel; continually evaluates and reviews department-wide training and internal services programs;
- Overseeing human resources programs, grievance processes and the orderly administration of personnel matters.
- May have an active and/or lead role in event preparation and response in coordination with emergency services and law enforcement;
- Performs other related duties as requested by the City Manager.

Management Style/Personal Traits

The ideal candidate will be an experienced leader with a passion for excellence and outstanding communication, collaboration, and team-building skills who can effectively drive necessary change. The candidate is results-oriented and solutions-driven, maintains a commitment to citizens' customer service, and has a high energy level with the ability to enjoy and relish challenges. Candidates for the position must be dynamic visionary managers who have developed skills in growth-oriented and high performing organizations. Should have worked in organizations where delegation of authority, participative management concepts and strong customer service ethics prevail. The strongest commitment to establishing a high performance organization and creating a strong customer service orientation and dedication to superior standards and outcomes must be demonstrated. Candidates must have a sensitivity and appreciation of both political and public process while displaying a willingness to meet with community leaders, residents, and interest groups in an honest and constructive manner. The Director must be open to change and innovation and be able to encourage and motivate staff toward achievement of collectively agreed upon goals. The Director must be able to make poised presentations in a clear and credible manner before diverse audiences. Flexibility and the ability to respond to ongoing pressures and deadlines are imperatives. The selected candidate will have a strong commitment to promoting diversity and equality of opportunity in the workplace, and will offer an impressive breadth and a track record for effectively leading positive change.

COMPENSATION and BENEFITS

The starting salary will be between \$89,247.86 and \$178,495.71 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. 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** is provided through Delta Dental at no cost for employee only coverage. Spouse and dependent coverage is available but not subsidized.
- **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 12 paid holidays per calendar year (11 observed, 1 floating).
- **Subsidized membership at local health fitness facilities**. The City pays up to \$29.50 per month towards the cost of club membership at participating health and fitness facilities.
- **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 23.93 % as of July 1, 2019. 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. 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 completed online at: www.charlottesville.org/jobs. Resumes will not be accepted in lieu of an online application. The application closing date is March 6, 2020 at 5pm EST. Please also submit with your online application a cover letter, résumé, with complete salary history and five (5) professional references.

Following the closing date, applications will be screened based on the criteria as described in this profile. Candidates with relevant qualifications will be contacted to schedule preliminary interviews which will be followed by background inquiries to include reference checks. Those candidates deemed best qualified will be advanced to the next stage of the process. A final interview process will be held in Charlottesville.

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

