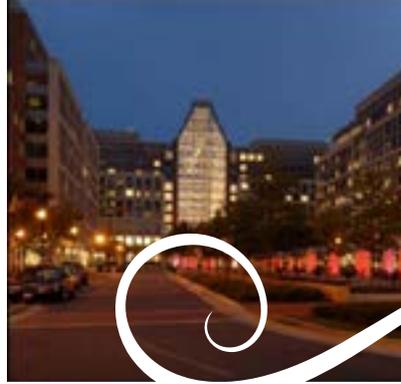


The City of Alexandria, Virginia seeks a *proven* development and preservation *visionary* who is an outstanding *innovative leader* and *collaborator* to serve as the next...

Director of *Planning & Zoning*





THE COMMUNITY

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), Arlington and Fairfax counties. With a population of approximately 140,000 and a land area of 15.75 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia. Alexandria is a unique and historic place that is experiencing substantial urban redevelopment pressures and opportunities as a result of a 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 15 square miles has been designated as 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; approximately one-quarter of the City's residents are foreign born. Students at the City's single public high school come from 88 different countries, and speak 69 different languages. Overall, African-Americans comprise approximately 22 percent of the residential population, Latinos constitute over 16 percent, and Asians constitute almost 6 percent. 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. It's Old and Historic District (which is the third oldest historic preservation district in the U.S.) and Parker Gray Historic District are preserved with oversight by architectural review boards, which regulate proposed exterior building changes. Historic landmarks include Robert E. Lee's boyhood home; Christ Church, where famous Virginia statesmen worshiped; and Gadsby's Tavern, a favorite meeting place of Lafayette and President 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 in the area.

Alexandria is home to over 12,000 thriving businesses and organizations, which includes a large representation of technology companies, the fourth-largest concentration of professional and trade associations in the country, the United States Patent and Trademark Office (PTO), 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 is currently under construction in Alexandria.

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 in general law.

The City adopted the Council-Manager form of government in 1922. The governing body of the City 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 July and 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. Civic engagement is highly valued by residents and the City government. In addition, there are 77 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 appointments are made by Council at their regular legislative meetings.

The Alexandria City Council operates under the Virginia Freedom of Information Act, which prohibits closed sessions of the Council except for specific matters regarding personnel, pending litigation and land acquisition. Accordingly, nearly all sessions of the City Council are open to the public, where citizens actively participate in public hearing discussions. The City is an active participant in regional agencies such as the Washington Metropolitan Council of Governments, the Washington Metropolitan Area Transit Authority, the Northern Virginia Transportation Commission, the Northern Virginia Transportation Authority, the Northern Virginia Regional Commission and the Northern Virginia Regional Park Authority.

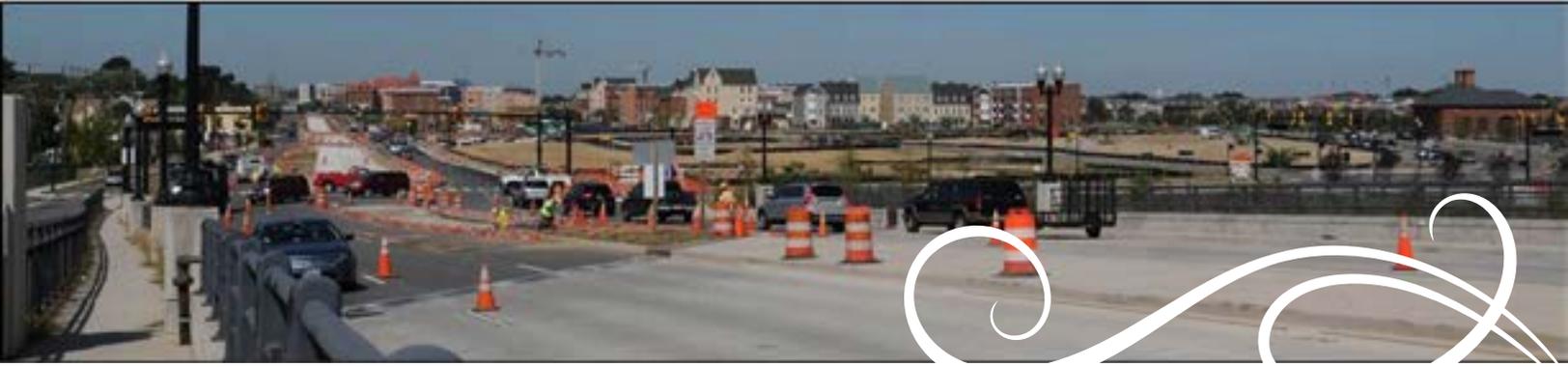
The City Council appoints the City Manager who serves as the City's Chief Executive Officer. The City Manager has appointment and removal authority over all City personnel. The City Manager is responsible for implementing the policies established by the City Council. The City Manager, Rashad M. Young, was appointed in 2011 to serve as Alexandria's Chief Executive Officer. 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 FY2015 approved All Funds Operating Budget is \$756.21 million. The FY2015-FY2024 approved Capital Improvement Program (CIP) is \$1.23 billion.

POSITION PROFILE

The Director of the Department of Planning and Zoning provides the overall leadership and strategic direction for the City's land use planning and redevelopment processes. Reporting to a Deputy City Manager, the Director organizes and directs development planning, small area plan development, historic preservation, zoning administration and inspection, demographics/census analysis, as well as special studies on issues such as green building policies, and public school enrollment projections. The Department is comprised of 50 highly knowledgeable staff persons, many hold Masters Degrees, and professional designations such as AICP and LEEDS. The Department also employs two in-house architects.

The Director of the Department of Planning and Zoning functions with considerable independence while operating within the City's adopted Strategic Plan and small area plans, and other elements of the adopted Master Plan, as well as the zoning ordinance. The Director has the authority to make determinations regarding zoning development reviews and applications, and must be thoughtful, judicious, and well-reasoned in the exercise of that authority. The Director is the designated lead in the development and collaboration of unified recommendations from various City departments. This includes a close working relationship with the transportation planners, affordable housing analysts, economic development managers, and park planners from other City departments. There are many inter-departmental teams within the City government that the Department of Planning and Zoning staff participate on, as collaboration and inter-disciplinary teamwork are the expected norm.

The ideal candidate must have an unblemished record of ethical and professional conduct that can withstand intense public scrutiny. As land use development issues are one of the highest profile issues that the City government handles, in part due to a highly engaged citizenry who are interested in development issues, the Director of Planning and Zoning must be able to handle criticism and controversy. He/she should have a clear and open communication style, excellent listening skills, the ability to negotiate in



the public interest and to balance conflicting views. He/she must be capable of handling the pressures of managing the trade-offs in an environment with many competing stakeholders.

The Director is expected to develop excellent working relationships with: 1) the City's Planning Commission to whom the Director serves as its staff lead and to whom she/he directly makes recommendations in regard to development cases, 2) the two historic district architectural review boards, 3) the Board of Zoning Appeals, and 4) the various citizen and business community members who serve on issue-specific and neighborhood-specific advisory boards.

The Director of Planning and Zoning will be expected to practice an open, flexible, and adaptive style of management, and work collaboratively with peers as well as the Department's employees to foster a work environment that motivate individuals to excel and to produce results consistent of a high performance organization. This person must be a mentor and a developer of subordinates, sharing information as appropriate, and managing through others in order to accomplish the Department's and the City's objectives. He/she must be sensitive to continuing to grow the diversity of the Department and its management/administrative ranks. The new Director must be able to build strong working relationships within and across departments, with the City's Management team, the Mayor and Council, the citizens, businesses and the community. In particular, the new Director will be expected to foster an open, communicative relationship.

HIGH-PRIORITY ISSUES

The following is representative, albeit not a comprehensive listing, of the challenges and opportunities the new Director of Planning and Zoning will face in the first 18 months on the job:

- The crafting, public consideration and adoption of new small area plans for the Eisenhower West (light/heavy industrial to transit oriented development), North Old Town (infill block redevelopment in a high quality, stable neighborhood), North Potomac Yard

(revisiting the adopted 2010 redevelopment plan), Oakville Triangle redevelopment (light industrial to transit-oriented mixed use), and public housing sites redevelopment (replacement with new market rate and new public housing).

- Implementation of previously adopted small area plans through the consideration of specific development proposals by negotiating the desired public benefits (open space, affordable housing, new transit infrastructure, waterfront amenities), as well as ensuring high quality building design and the creation of desired multi-purpose activated streetscape and public spaces in order to create a strong, diverse and growing economy.
- Integration of transportation and land use decision making as a continuation of the City's emphasis on expanding and improving the pedestrian, bike and transit environment so that the resultant multi-modal transportation network supports sustainable land use and provides internal mobility and regional connectivity.
- Ensuring that the City's historic preservation policies and practices are well executed.
- Innovating so as to improve the breadth and effectiveness of the City's civic engagement efforts, and to keep the City's land use policies and implementation at a "best practices" level.

CANDIDATE PROFILE

The ideal candidate will be an experienced land use planner and administrator with outstanding strategic thinking, interpersonal, organization, negotiation and leadership skills. She/he must possess a thorough understanding of the best practices in land use planning policy development and implementation. It is expected that the person selected will also have extensive knowledge and experience in building and landscape architecture, as well as historic preservation. It is desired that the selected person have knowledge and/or experience in transportation planning, open space creation, and affordable housing development.



The Director must be collaborative with the community, other departments and developers when decisions are being formulated and disputes are being settled, but be committed to making difficult decisions, including situations when community consensus is not achievable. The selected candidate will need to be skilled in delegating responsibility and in managing through others, in that the sheer volume of issues and development cases processed mandates that management practice.

He/she will need to be a clear communicator and able to grasp and articulate to different audiences the issues and thinking and community benefits behind proposed plans recommendations. The person hired for this position will need to be courageous and willing to speak their thoughts when the prevailing opinion may be running counter to those thoughts. The successful candidate will need to be committed to a non-traditional work schedule, largely to accommodate frequent evening meetings.

EDUCATION AND EXPERIENCE

Qualified candidates will have a Bachelor's Degree in urban planning, landscape architecture, engineering, urban economics, sociology or public administration; five years of experience in city planning with at an level equivalent to a planning and zoning division chief; and at least three years of supervisory experience. Candidates possessing a Master's degree in one of the aforementioned academic disciplines will be viewed favorably. It is desired that the selected candidate have extensive experience in complex urban redevelopment planning similar to Alexandria; in historic preservation; and in proactive civic engagement. The selected candidate should also have a proven track record of successful implementation of best practices in land use planning and related fields. The individual backgrounds of candidates will be reviewed and the combination of experience, education and training may be considered.

COMPENSATION AND BENEFITS

The starting salary will be dependent upon the background and qualifications of the successful candidate. The City

of Alexandria has a highly competitive benefits package which includes: annual leave, holidays, and sick leave; a retirement plan; health insurance, dental plan, life insurance, and long-term disability insurance; optional deferred compensation (ICMA); credit union membership; sick leave bank; and an employee assistance program.

APPLICATION & SELECTION PROCESS

Interested, qualified candidates please submit your resume online by visiting our website at <http://alexandriava.gov/Jobs>.

This position is open until filled; however, interested applicants are strongly encouraged to apply not later than October 5, 2014. Following this date, applications will be screened against criteria outlined in this brochure. On-site interviews in the City of Alexandria will be offered by the City Manager in October to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

For more information, please contact:
 Joshua Putman
 Manager of Employment & Employee Relations
 703.746.3776
Joshua.putman@alexandriava.gov

Applicants selected as finalists for this position will be subject to a criminal history/credit/driver's license check prior to interview.