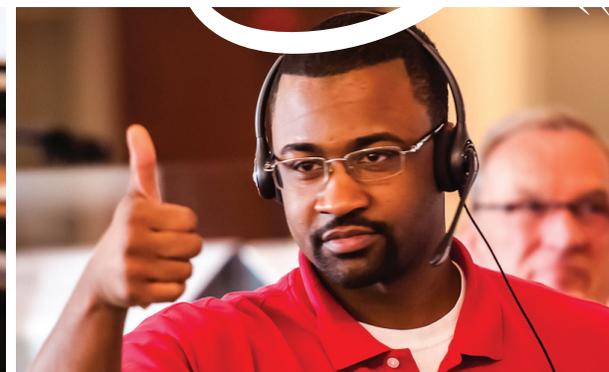
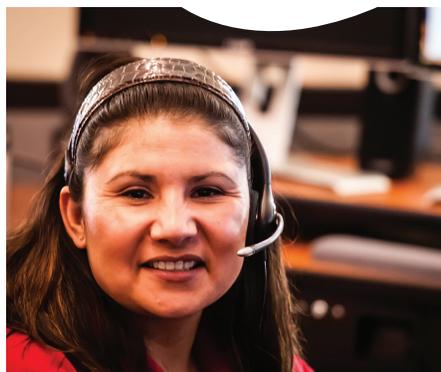
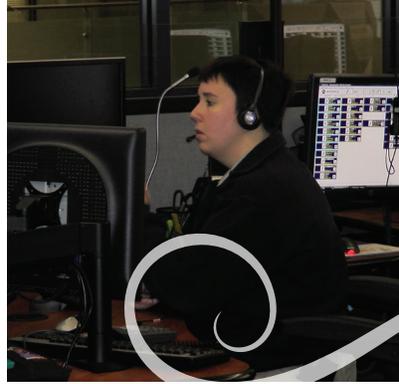
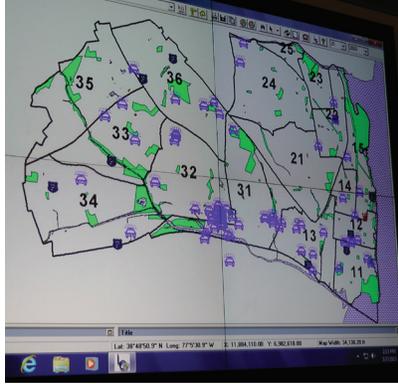


The City of Alexandria, Virginia seeks a *proven* emergency communications *visionary* who is an outstanding *innovative leader* and *collaborator* to serve as the next...

Director

Department of Emergency Communications





THE COMMUNITY

The City of Alexandria is located in northern Virginia and is bordered by the District of Columbia (Potomac River), and 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, 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. The City is part of a large metropolitan area and the Nation's Capital, yet it has retained its historic character. The City is responsible for 561 lane miles of roads. The City's transit services company, DASH, provides five million passenger trips per year. Alexandria is home to one of the largest percentage of bike commuters in the DC Metropolitan area.

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. The City'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 General 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 (USPTO), 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 and its Transportation Planning Board, 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 department heads and other employees of the City. The City Manager is responsible for implementing the policies established by the City Council. 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 Fiscal Year (FY) 2015 approved All Funds Operating Budget is \$756.21 million. The FY2015-FY2024 approved Capital Improvement Program (CIP) is \$1.23 billion.

THE DEPARTMENT

The Department of Emergency Communications (DEC) is a full service communications center that handles all 911 and non-emergency calls for Police, Fire and Sheriff services. DEC is housed in a state of the art center located within the Alexandria Police Department's Headquarters building and operates an APCO Project 25 Standard 800 MHz radio system and a Patriot Sentinel telephone system. DEC's authorized strength is 45 full-time public safety communications officers and six administrative personnel. The Center handles over 100,000 calls for service per year.

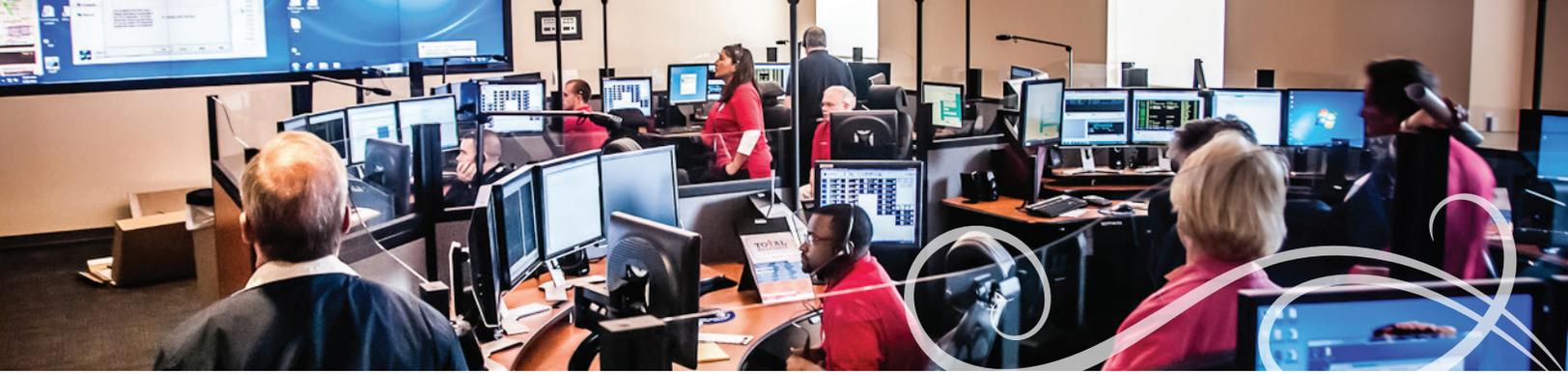
POSITION PROFILE

The mission of the Director of Emergency Communications is to provide executive leadership to the Department, and provide courteous and expeditious customer service to the City, department staff, and the general public. The Director works under the general direction of a Deputy City Manager.

The Director plans, organizes and directs communications functions for Fire, Police and Emergency Medical Services Dispatchers for a 24 hour, 365 day emergency communications operations center. The Director develops policies and long-term plans in consultation with the City Manager and/or a Deputy City Manager. This position involves responsibility for a number of important administrative assignments including exercising leadership over departmental programs and projects, training and development of subordinates; safe operation of the department; ensuring the department operates efficiently and effectively; and evaluating and monitoring effectiveness of the Department in meeting the City's strategic goals and objectives.

HIGH-PRIORITY ISSUES

The following is representative of the challenges and opportunities the new Director will face in the first 12-18 months on the job; it is not intended to be a comprehensive list.



- Integrate the Tri-Tech CAD system with Power Phone technology;
- Research and implement NG-911;
- Comprehensive review of the Department's organizational structure;
- Assessment of organizational culture and human resource practices;
- Implement a comprehensive Police-Fire cross training program;
- Continue to capture and provide analysis of statistical data surrounding the performance levels of the Department;
- Oversee the management, installation, operations and maintenance of all department equipment, radio systems, telephone, and computer/data interfaces;
- Develop and implement operating practices, procedures, and protocols;
- Work with the department's Quality Assurance Coordinator to ensure compliance with established Policies and Procedures and State of Virginia Emergency Medical Dispatch Accreditation;
- Continue to improve internal and external customer service and provide the framework and leadership for a more customer focused department while instilling a culture of team unity;
- Maintain a balanced budget for the department by closely monitoring all expenditures and adhering to established guidelines by the City;
- Management of City-wide radio system usage; and
- Coordinate the sharing of Back-Up Site with neighboring jurisdictions.

CANDIDATE PROFILE

The ideal candidate will be an experienced public safety communications administrator with direct experience managing a full service 911 center, outstanding strategic thinking, interpersonal, organizational and leadership skills. She/he must possess a thorough understanding of the best practices in public safety communications. It is

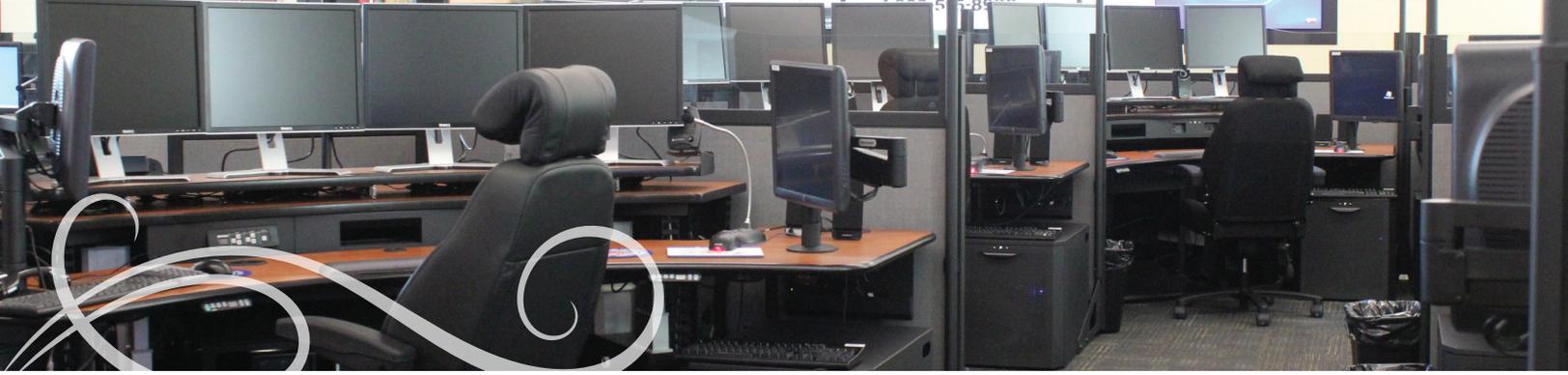
expected that the person selected will also have extensive knowledge and experience in a broad range of public safety communications services. It is desired that the selected person have substantial knowledge and/or experience in computer aided dispatch systems, mobile data computers, 800 MHz radio systems and protocols and interoperability as applied across public safety enterprises.

The Director must be collaborative with Department staff, City employee groups and other senior management when decisions are being formulated and conflict is being addressed, but be committed to making difficult decisions, including situations when 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 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 be willing to express their opinions in a collaborative manner. The successful candidate will have experience working a non-traditional schedule to accommodate the 24 hour, 7 days a week emergency communications operation, as well as occasional evening and weekend meetings. She/he must have a great deal of organizational and interpersonal savvy and sensitivity. A hands-on approach and willingness to lead by example are required.

EDUCATION AND EXPERIENCE

Qualified candidates will have a Bachelor's Degree in a public safety related field, public or business administration, or a related field; and seven years' experience in public safety administration, and at least three years of supervisory experience. Candidates possessing a Master's degree or higher in one of the aforementioned academic disciplines will be viewed favorably. It is desired that the selected candidate have extensive experience managing a complex, multi-agency, public safety communications center. The selected candidate should also have a proven track record of successful implementation of best practices



in public safety communications 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 salary range for this position is up to \$150,000, depending upon the background and qualifications of the successful candidate. The City of Alexandria has a highly competitive executive 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 and qualified candidates, please submit your resume online at <http://alexandriava.gov/Jobs>.

This position is open until filled; however, interested applicants are strongly encouraged to apply not later than April 10, 2015. 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 late April – early May 2015 to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates' permission.

For more information, please contact:

STEVE MASON
Assistant Director of Human Resources
703.746.3772
Steve.Mason@alexandriava.gov

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

