THE COMMUNITY

The City of Alexandria is located in northern Virginia and bordered by the District of Columbia (Potomac River), and Arlington and Fairfax Counties. With a population of approximately 160,000 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 of the nation’s capital, yet it has retained its historic character.

City government is responsible for 561 lane miles of roads; 185 miles of storm sewers; 240 miles of sanitary sewer; nearly 350 miles of sidewalks and shared use paths; and 575 acres of parks. The City’s bus and paratransit services company, DASH, provides five million passenger trips per year. Alexandria is home to one of the largest percentage of bicycle commuters in the Washington, D.C. metropolitan area. Just 57% of residents get to work by driving alone, the 14th lowest rate of all U.S. cities.

Alexandria is racially and ethnically diverse. Approximately one-quarter of Alexandria’s residents were born outside the United States. Students in Alexandria’s public

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THE CITY OF ALEXANDRIA SEEKS A HIGHLY SKILLED PROFESSIONAL WHO IS AN OUTSTANDING LEADER AND COLLABORATOR

POSITION PROFILE

The Deputy Director of Project Implementation coordinates and drives to completion some of the City’s core infrastructure design and construction projects. The Deputy Director also coordinates and plans complex, multi-departmental projects, such as the implementation and development of the Waterfront Flood Mitigation Project and construction of the new Potomac Yard Metrorail Station.

The Deputy Director's work involves the development of project-specific objectives and scope statements; structuring project staffing in concert with DPI leadership; planning; budgeting; oversight; and outcome definition and measurement. The Deputy Director coordinates complex contracts and procurements and facilitates the work of City departments, contractors, external governmental organizations, and civic and business groups.

Many projects are high-profile and involve considerable community engagement and interaction. The Deputy Director works closely with the community and supports a collaborative and transparent project management environment.

The Department of Project Implementation (DPI) provides project management support to multiple departments in infrastructure, utility and park projects, as well as City-wide major capital projects.

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high school come from 88 countries and speak 69 languages. Overall, African Americans constitute approximately 21% of the residential population, Latinos constitute over 7%, and Asians constitute almost 6%. 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. Alexandria’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 an architectural review board, which regulates proposed exterior building changes. Historic landmarks include Robert E. Lee’s boyhood home; Christ Church, where famous Virginia leaders worshiped; and Gadsby’s Tavern, a favorite meeting place of General Lafayette and President Washington. In addition to its historic sites, Alexandria is home to 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 Potomac River waterfront, provides an opportunity for the public to meet more than 200 professional artists. The Old Town Farmers’ Market in Market Square, at 261 years old, is the nation’s oldest farmers’ market that has been meeting continuously at the same site. The Del Ray and Rosemont areas offer beautiful tree-lined streets, eclectic shops and a variety of annual community events. Alexandria’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, including 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, the National Science Foundation, and a tourism industry that hosts 3.5 million visitors and brings in over $800 million in visitor spending each year. A one million-square-foot Virginia Tech Innovation Campus is currently under development in Alexandria.

CANDIDATE PROFILE

The ideal candidate will be an experienced project management professional and administrator with outstanding strategic thinking, interpersonal, organization, negotiation and leadership skills. The ideal candidate must possess a thorough understanding of the best practices in civil engineering, construction management, landscape architecture/architecture, infrastructure capital project delivery, and construction management. Knowledge and experience in land use planning is also desirable.

The Deputy Director will need to be a clear communicator and able to grasp and articulate to different audiences the issues, thinking and community benefits behind proposed project recommendations. The Deputy Director 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.

POSITION PROFILE, Cont’d.

Collaboration and interdisciplinary teamwork are the expected norms for all projects. DPI works to support the overall strategic direction of the City in promoting an attractive urban environment that reflects the City’s history and provides a well-functioning infrastructure. Staff works to efficiently implement all capital projects assigned to the department in accordance with local, state and federal requirements.

The ideal candidate must have an unblemished record of ethical and professional conduct that can withstand intense public scrutiny, as the City’s highly-engaged community is invested in these complex projects. The Deputy Director of Project Implementation must be able to handle criticism and controversy; have a clear and open communication style; offer excellent listening skills; demonstrate the ability to negotiate in the public interest and balance conflicting interests; and be capable of handling the pressures of managing the trade-offs in an environment with many competing stakeholders. The ideal candidate should be adept at developing creative approaches to complex issues.

The Deputy Director of Project Implementation will be expected to practice an open, flexible and adaptive style of management and to work collaboratively with peers as well as the department’s employees to foster a work environment that motivates individuals to excel and to produce results consistent with that of a high performance organization. This person must be a mentor and a developer of departmental employees, sharing information as appropriate and managing through others in order to accomplish the department’s and City’s objectives. The Deputy Director must be sensitive to continuing to grow the diversity of the department and its management and professional ranks. The Deputy Director must be able to build strong working relationships within and across departments, businesses and the community.
HIGH-PRIORITY ISSUES

The following is representative, albeit not a comprehensive listing, of the challenges and opportunities the new Deputy Director of Project Implementation will help tackle in the first 18 months on the job:

• Implementation of a $320 million design/build infill Metrorail station at Potomac Yard in coordination with the Washington Metropolitan Area Transit Authority.
• Design and implementation of a $100 million Waterfront Flood Mitigation project.
• Design and construction of up to $100 million in state-mandated new or improved stormwater facilities.
• Design and construction of a $130 million Bus Rapid Transit corridor “C” in the West End of the city.
• Design and construction for a number of smaller capital projects ranging from on-street ‘Complete Streets’ transportation projects to drainage and pedestrian/bicycle bridges.
• Implementation of project management best practices to improve project outcomes with respect to budgets, schedules, change orders and claims.
• Implementation of the use of alternative project delivery methods, including design/build and public-private partnerships.
• Innovation to improve the breadth and effectiveness of the City’s civic engagement efforts with respect to capital project implementation.

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 Dillion 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 additional members of council. All seven positions are 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 residents 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 community members. These bodies compose a formal system through which the public 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.

ABOUT THE DEPARTMENT OF PROJECT IMPLEMENTATION

The Department of Project Implementation comprises 24 highly knowledgeable and experienced staff, including 10 licensed professional engineers. The department has an annual operating budget of $3.6 million and plays a lead role in the implementation of the City’s $2.1 billion, 10-year Capital Improvement Program. Many of the department’s projects are complex in nature and must comply with strict regulatory requirements.
EDUCATION & EXPERIENCE

The ideal candidate will have a bachelor’s degree in civil engineering, construction management, landscape architecture, architecture, or a related field; at least 15 years of experience in the design and construction field; at least five years of experience at a level equivalent to a division chief or higher; and at least five years of senior supervisory experience. An undergraduate engineering degree and a master’s degree in one of the aforementioned academic disciplines are also desirable. Candidates must be licensed in their respective disciplines in Virginia (or have the ability to obtain licensure via reciprocity within six months of hire). Candidates should have extensive experience in complex construction in locations similar to Alexandria; extensive experience in proactive civic engagement; a proven track record of successful implementation of best practices in project management; and experience in alternative project delivery methods. The individual backgrounds of candidates will be reviewed and each combination of experience, education and training will be considered.

COMPENSATION & BENEFITS

The salary for this position will be negotiable and commensurate with 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 defined benefit retirement plan; health insurance, dental plan, life insurance, and long-term disability insurance; optional deferred compensation retirement plan; credit union membership; employee discount programs; tuition assistance; well-being rewards; and an employee assistance program.

APPLICATION & SELECTION PROCESS

Interested applicants are strongly encouraged to apply online at alexandriava.gov/JOBS. Applications will be screened against criteria outlined in this brochure. Interviews will be offered by the Department Director to those candidates named as finalists, with reference checks, background checks and academic verifications conducted after receiving candidates’ permission.

For more information, please contact:

Sandra Gibbs
Talent Acquisition Lead
703.746.3790
sandra.gibbs@alexandriava.gov

Finalists will be subject to a thorough background check after receiving a conditional offer of employment.