



DIRECTOR *of the* OFFICE OF MANAGEMENT & BUDGET

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

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

POSITION PROFILE

The Director of the Office of Management and Budget (OMB) provides the overall leadership and strategic direction for development, implementation and execution of the City's operating and capital budget. The Director of OMB works closely with the City Manager, Deputy City Managers, and department heads to formulate both operating and capital budget plans that allow the City to realize its strategic community goals. Reporting to a Deputy City Manager, the Director of OMB organizes and directs a team of highly skilled and knowledgeable analysts and departmental financial staff.

TYPICAL DUTIES

The Director of OMB must be prepared to carry out the duties and tasks.

- Ensure sound financial and fiscal management practices are maintained throughout the organization;
- Ensure established expenditure and revenue targets are realized;
- Serve as a change agent in improving the delivery of City services;



- Collaborate with the City's Chief Performance Officer to improve the efficiency and effectiveness of the City's programs;
- Work with City departments in their work planning efforts to ensure consistency with desired City financial goals and outcomes;
- Work with both appointed, elected and community leaders to continually demonstrate the City of Alexandria is a high performing organization accountable to its citizens.

QUESTIONS?

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THE COMMUNITY, Cont'd.

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 Virginians 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.

HIGH-PRIORITY ISSUES

- Expenditure pressures exceed revenue growth
- Continuous identification of organizational efficiencies
- Developing financing plan for major mandated sewer projects

CANDIDATE PROFILE

The ideal candidate will be an experienced leader who can manage, plan, organize and direct the activities of the 11 person Office of Management and Budget. He/she must have the ability to communicate and collaborate with City leaders both internal and external to the government and have extensive knowledge of sound, responsible, and accepted government financial management practices. He/she must have the ability to effectively lead an organization towards desired outcomes.

The Director must possess the ability to execute an effective program of budget development and administration and creatively address and achieve "buy-in" for complex financial issues while observing sound fiscal practices. The selected candidate will have well-developed critical thinking and writing skills and the ability to communicate effectively.

He/she will need the skill and ability to lead, teach and support staff and teams in their work efforts, and the ability to work collaboratively and effectively with colleagues. The successful candidate must be able to balance competing priorities for resources and constantly demonstrate trustworthiness, resourcefulness, diligence, and a high degree of competence.

The candidate should have experience with interacting with the community to gain insights into community priorities, and should be comfortable challenging City staff to achieve results the community values and not just accept the status quo environment.



EDUCATION AND EXPERIENCE

Qualified candidates will have a minimum of five years of progressively responsible managerial experience in governmental financial management and graduation from an accredited college or university with a bachelor's degree in accounting, business or public administration, finance or law, or related field, is required; or any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job. Candidates with prior applicable department director, deputy/assistant director or division chief experience will be viewed favorably. Exceptional communication and interpersonal skills, combined with strong organizational and management skills are a must.

The preferred candidate will possess an MBA, MPA or graduate degree, in a relevant field of study. Other degrees will be considered if there are at least seven years of managerial experience in local government financial management.

COMPENSATION & BENEFITS

The salary range for this position is **\$100,749.64 - \$178,479.77**, depending 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.

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. 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) 2016 approved All Funds Operating Budget is \$816.3 million. The FY2016-FY2025 approved Capital Improvement Program (CIP) is \$1.6 billion.

The Office of Management and Budget (OMB) prepares the annual operating budget, a 10-year Capital Improvement Program, and performs on-going fiscal and management analyses of City programs while conducting research and analysis in such areas as improving operational efficiency and cost effectiveness, performance measures, organizational structure and processes, and the acquisition and use of state and federal resources.

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 August 24, 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 in September 2015 to those candidates named as finalists.

For more information, please contact:

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



