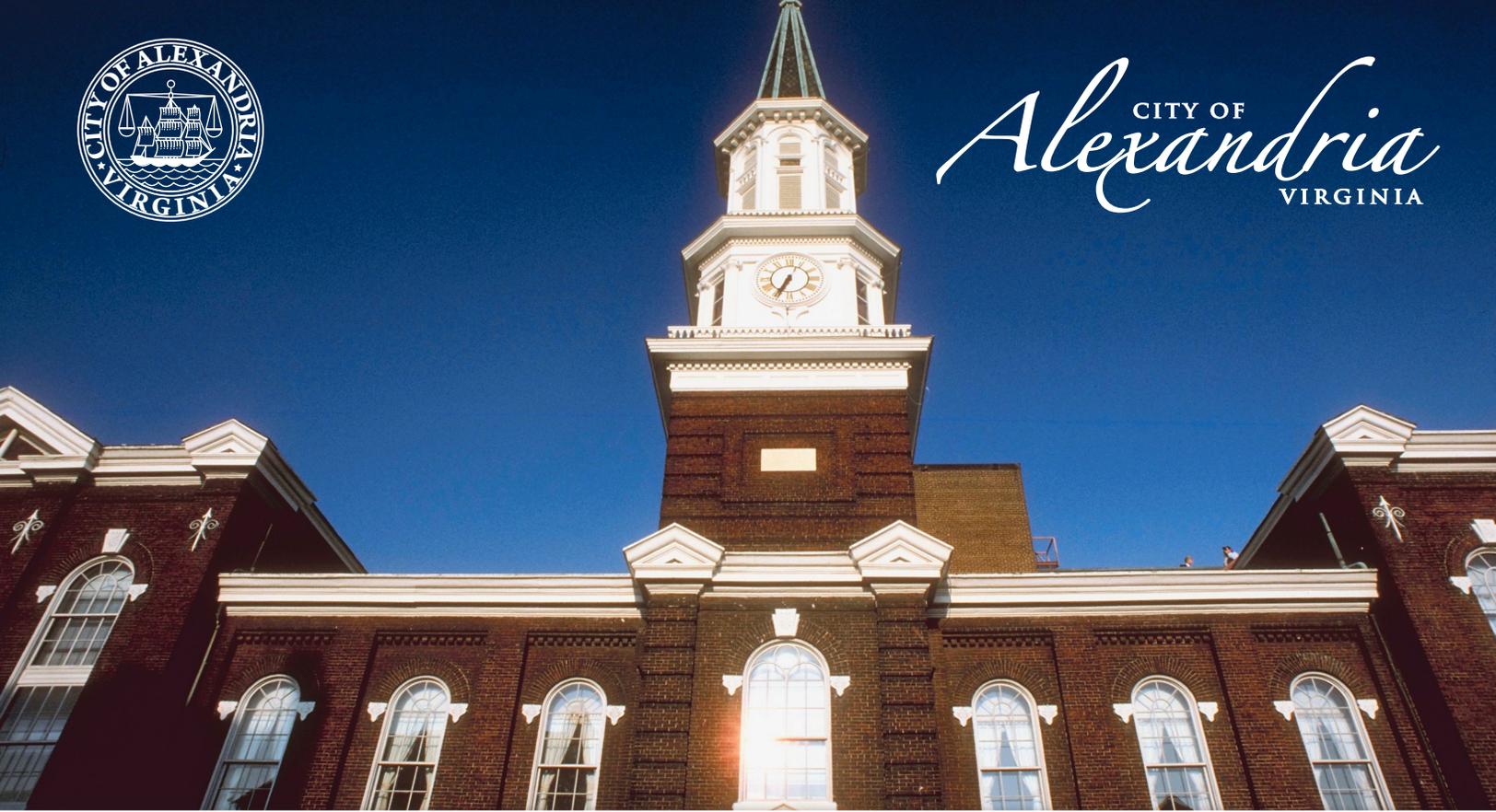




CITY OF
Alexandria
VIRGINIA



Director of Information Technology Services / Chief Information Officer



Director of Information Technology Services / Chief Information Officer

The Opportunity

The City of Alexandria is an innovative, progressive and dynamic organization that continually strives to meet the changing needs of its residents. The next Director of Information Technology Services (ITS) will lead and manage a strong Information Technology Department. The ideal candidate will be a confident, strong, energetic, assertive and ethically sound leader who can provide a vision for the Department, be a strong team builder and engender loyalty among staff.

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, 189 miles of storm sewer, 240 miles of sanitary sewer and nearly 350 miles of sidewalks and shared use paths and 575 acres of City parks. 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 and just 57% of residents get to work by driving alone, the 14th lowest rate of all U.S. cities.

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.

The 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 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 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 \$825 million. The FY2016 – FY2025 approved Capital Improvement Program (CIP) is \$1.6 billion.

The Information Technology Services Department

The City's ITS department is responsible for the centralized operation of the City's information technology services, support and IT infrastructure. The ITS department is organized to provide a flexible, efficient and effective structure to manage information technology operations and investments to support the City's strategic goals, business processes and enterprise-wide information needs.

The goals of the City's Information Technology Services Department (ITS) are to:

- Effectively and efficiently manage the City's information and technology assets to improve the delivery support and services to the enterprise.
- Strive, where practical, to reduce costs while improving the value of IT services to the City;
- Meet the business needs of the City departments through the application of appropriate information technologies solutions that are in line with the City's strategic direction and goals.
- Exercise good stewardship in the development of information technology systems projects through the application of industry standard project management policies and practices that eliminates departmental stovepipes and aligns IT investments functional portfolios.
- Continue to improve the quality, quantity and access to electronic information and services for residents, businesses and City staff; and
- Collaborate with City departmental leadership to provide support on IT-related issues.
- Seek, where practical, to collaborate on the implementation of joint IT projects with the City government, the Alexandria Library and the Alexandria City Public Schools (ACPS).

The ITS department includes the following groups that provide these services:

- Administrative Services
- Enterprise Business Systems Support Division
- Information Security Office
- Operations Division
- Network Management Division
- Project Management Division

Position Profile

The Director of Information Technology Services / Chief Information Officer provides the City Manager with support for unifying leadership and vision in the strategic direction, implementation and management of the City's information technology (IT) program. The Director advises the City Manager on all IT and IT-related innovation programs and issues. The Director also has responsibility for the operation of a highly-complex and dynamic networked infrastructure providing full spectrum IT services to City staff.

This department head level position involves a number of other important leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, and successful execution of departmental programs and projects. The incumbent directs IT operations, maintenance and programs through subordinate supervisors with assigned responsibility for specific aspects of the IT portfolio. The incumbent works under the general direction of a Deputy City Manager, and must be capable of exercising independent judgment, business acumen and sound technical knowledge in order to accomplish program objectives.

Essential Duties and Responsibilities

1. Provides day-to-day leadership and management to the ITS Department that mirrors the adopted mission and core values of the City.
2. Manages City IT operations, service delivery and program development and implementation by providing direction and guidance to the Deputy Director and Division Chiefs.
3. Oversees the development, implementation and evaluation of departmental programs and policies and related citywide initiatives, ensuring that all are in compliance with applicable local, state and federal regulations and synchronized with the City and departmental mission and priorities.
4. Directs the allocation of the department's financial, human and technology resources to ensure optimal utilization in meeting City business requirements and objectives.
5. Participates in strategizing and developing citywide policies, priorities, and initiatives and in resolving large-scale multi-disciplinary citywide issues, provides guidance and IT perspective on City issues and concerns with the City Manager and other members of the Senior Staff.
6. Develops and supports departmental and City-wide teams for optimal utilization of staff and City resources.

Director of Information Technology Services / Chief Information Officer

7. Leads Information Technology Steering Committee (ITSC), oversees the development of the City's IT Capital Improvement Program (IT Plan). Reviews project proposals and determine funding priority and consistency with City Strategic Goals.
8. Negotiates complex contracts and settlements and works collaboratively with the City Purchasing Agent and City Attorney to resolve complex legal issues related to contracts.
9. Performs other related duties as required or as directed by the City Manager or Deputy City Manager.
10. Promotes City and departmental interests through participation and leadership roles with industry-related associations; outside local, state and regional organizations and through direct contact with citizens and citizen groups.

Job Requirements

Possess comprehensive knowledge of current information technologies to include - information systems analysis, design, construction, integration, operation, security, and maintenance; comprehensive knowledge of the principles and practices of process innovation, and reengineering/redesign; comprehensive knowledge of the principles and practices of project management and methods and techniques in planning, developing, implementing and administering a broad range of information systems programs; comprehensive knowledge of strategic and business planning methods, tools and processes and contract management; thorough knowledge of the functions, operations and practices of municipal administration; ability to direct the planning and implementation of enterprise IT systems; ability to prioritize IT initiatives and coordinate the evaluation, deployment and management of current and future IT systems across the organization; ability to create and maintain a working environment in a multi-cultural organization that supports high levels of employee achievement and satisfaction; ability to supervise the work of professional and technically trained personnel in the operation of an information technology department; ability to collaborate effectively with lay and professional persons; ability to maintain effective working relationships with representatives of the public, private sector, and other groups; ability to interpret programs, policies and objectives; ability to work cooperatively with policy-making boards and commissions, City Council and other City officials; ability to communicate effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City employees, municipal officials and the public.

Education and/or Experience

Minimum Requirements:

Four Year College Degree and five years of progressively responsible and effective government IT management in multiple disciplines, e.g., strategic planning, policy formulation, software development and acquisition, enterprise architecture, customer service, database administration, systems architecture, network management and IT project management; proven interpersonal and negotiating skills.

Preferred Qualifications:

Master's degree in Information Technology, Computer Science, Management Information Systems, Business Administration, or similar program and 6 years management experience, or higher-level education and experience equivalent to 12 years in the disciplines listed above, including 5 years at the program management or administrator.

Compensation & Benefits

The salary range for this position is **\$100,749.48 – \$178,479.86**, 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 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, optional sick leave bank; and an employee assistance program.

Application & Selection Process

Interested and qualified candidates, please submit your resume online at alexandriava.gov/Jobs.

This position is open until filled; however, interested applicants are strongly encouraged to apply not later than **April 29, 2016**. 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 May 2016** to those candidates named as finalists.

For more information, contact:

Barbara DiRenzo, Manager
Employee Relations & Recruiting
703.746.3773 • Barbara.Direnzo@alexandriava.gov

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