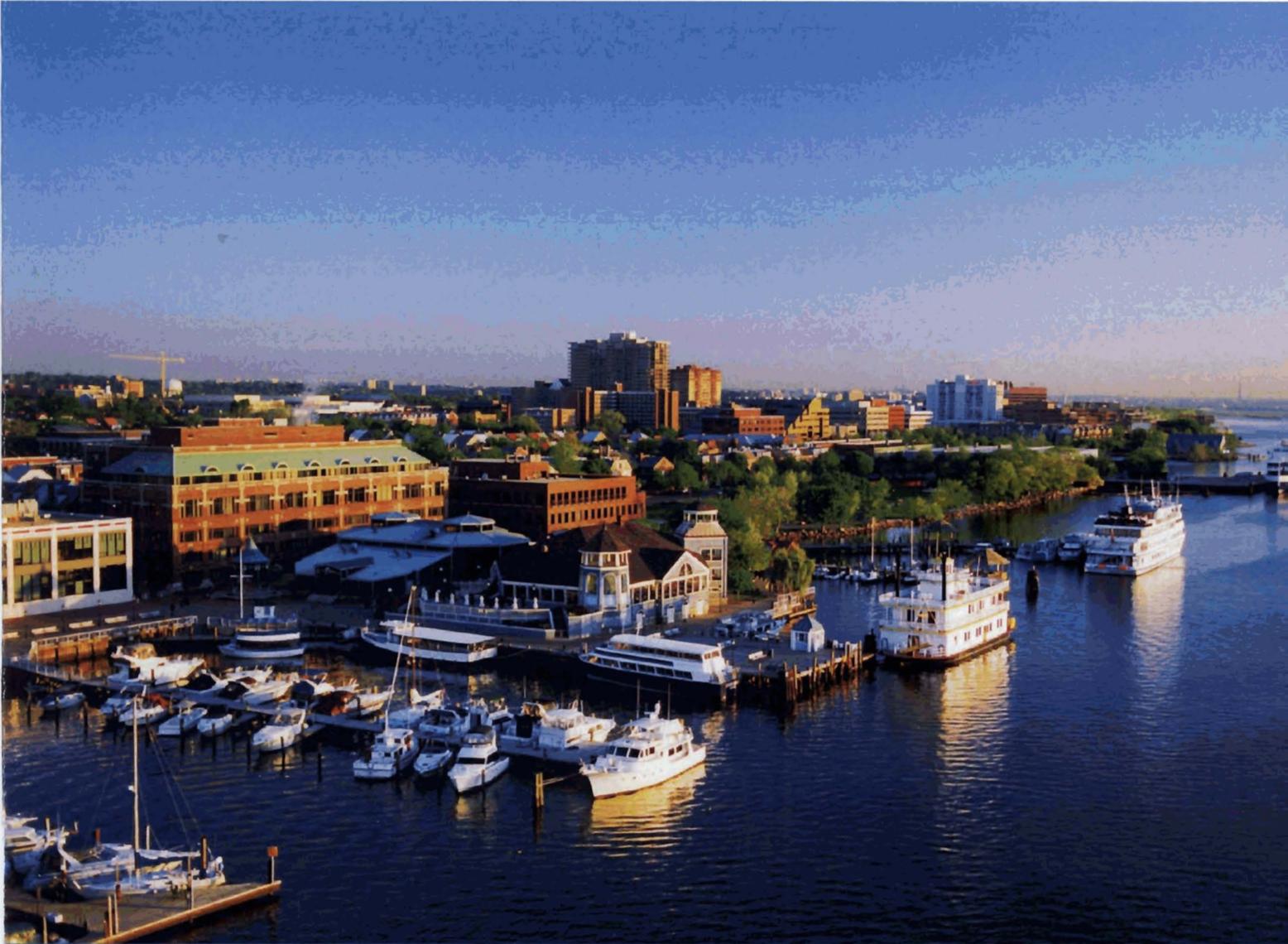


Orals
An Outstanding Career Opportunity with the 6-14-

City of Alexandria



Alexandria is a Full Service City
with a Small Town Charm

City Manager

recruitment services provided by Ralph Andersen & Associates



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 square miles, Alexandria is the seventh largest city in the Commonwealth of Virginia, and one of the most densely populated in the U.S.

Alexandria is a unique and historic locality which keeps pace with the modern world. The City is part of a large metropolitan area and the nation's Capital, yet it has retained its historic character. About one-quarter of the town's 15 square miles has been designated as a national or local historic district. Structures in these districts are monuments to the past, while being actively used by citizens as houses, churches, schools, businesses, and museums.

The City has become more racially and ethnically diverse. Today, approximately one-quarter of the City's residents are foreign born. Students at the City's single public high school, T.C. Williams, come from 88 different countries, and speak 69 different languages. Overall, African-Americans comprise over 22 percent of the residential population, Latinos constitute almost 15 percent, and Asians constitute almost 6 percent.

Alexandria was founded in 1749, almost 50 years before the District of Columbia. It's Old and Historic District and Parker Gray Historic District are preserved with oversight by architectural review boards which monitor and review 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 George Washington. The George Washington Masonic Temple is a modern version of the ancient Lighthouse at Alexandria, and sits atop Shooter's Hill as a beacon to all approaching the City.

In addition to its historic sites, Alexandria has a variety of attractions driving a tourism industry that hosts nearly two million visitors a year. One of the metropolitan area's largest concentrations of international restaurants can be found in Old Town on the east side of the City. 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 Farmer's Market, at 240 years old, is the nation's oldest farmer's market that has been meeting continuously at the same site, City Hall's Market Square. The City's Del Ray/Rosemont areas offer beautiful tree-lined streets, eclectic shops, various annual community events, and other attractive residential neighborhoods that comprise the center of the City. 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 shopping and dining attraction in the area. A new BRAC building will soon open in the West End.

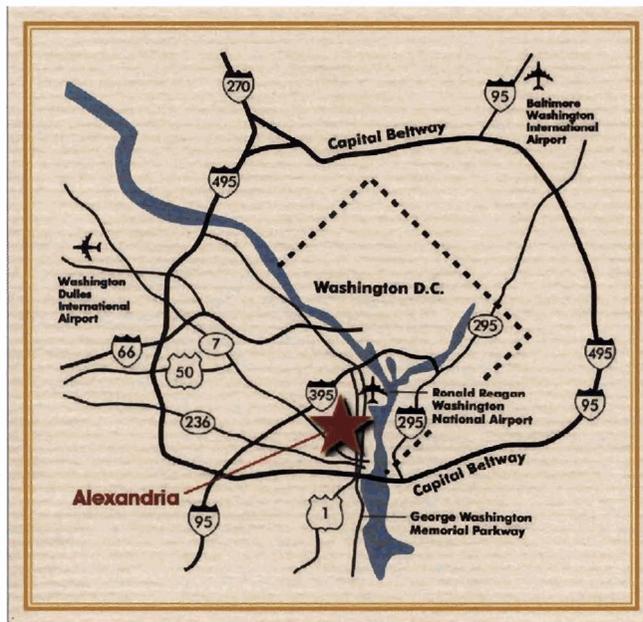
Alexandria is home to over 8,000 thriving businesses and organizations, includes a large concentration of technology companies, the fourth-highest concentration of professional associations in the country, and is a center for national, regional, and divisional headquarters for corporations representing a broad range of fields. The United States Patent and Trademark Office's headquarters is located within the Carlyle/East Eisenhower area of the City. The City is one of the largest employers, with over 9,000 employees. Carlyle area is a large mixed use area that includes a Federal Courthouse.

The City Government

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. All sessions of the City Council are open to the public.

(Executive Sessions exclude citizens actively participate in hearing discussions. There are over 100 City Boards and Commissions with Council-appointed representation.

The City adopted the Council-Manager form of government in 1957. 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 four-year term (not staggered). The Mayor is chosen on a separate ballot and presides over sessions of the Council. City Council appoints the City Manager who serves as the City's Chief Executive Officer. The City Manager has appointment



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 education, health, welfare, housing and human services programs; safety and administration of justice; community development, recreation, library, consumer assistance, cultural and historic activities; and transportation, environmental services and planning.

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 Regional Commission, and the Northern Virginia Regional Park Authority.

The City budget provides for approximately 2,600 full-time employees, including school employees. The City of Alexandria's FY 2012 approved



City and Schools Operating Budget is approximately \$566 million. The FY 2012-FY 2021 Approved Capital Improvement Program (CIP) recommends a ten-year, \$1.1 billion program of public improvements. Funding is included for: the protection of the City's investment in existing physical assets, including maintenance, upkeep, and renovation; the planning, construction, or purchase of major new facilities and properties (e.g., new Potomac Yard Metrorail Station and dedicated, high-capacity transit corridors); and the City's Information Technology Plan.

Commitment to Education

Alexandria City Public Schools is one of the most diverse school systems in the country. It is governed by an independently elected nine member School Board that, in turn, selects a School Superintendent. The School Board has no taxing or bonding authority, therefore the City's operating budget and Capital program provides almost all School funding, except for limited federal and state support.

The Responsibilities of the City Manager

This is an at-will executive position appointed by the City Council, serving at the pleasure of the City Council. The City Manager is accountable for leading a dynamic and robust organization through a highly skilled executive team. The City Manager oversees the day-to-day administration of City Government that implements the City Council's strategic plan, while focusing on its announced mission and vision.

The City Manager carries out executive responsibilities in a highly visible, and sometimes controversial and political environment. A key responsibility of the City Manager will be to continually enhance and improve communication through encouraging open dialogue and debate on all topics. Operating within broad general policy guidelines, the City Manager exercises substantial latitude and discretion, under the guidance of the City Council, to achieve effective and efficient utilization of City resources in serving the residents of Alexandria and other constituents.

Opportunities and Challenges

As a community that has reached build-out in many areas, Alexandria experiences ongoing development activity, expansive residential remodels, and various degrees of business expansion. New small area plans have been or are being formulated for several areas of the city to plan for growth. These topics continue to be of importance to residents especially in light of the potential of increased traffic and the impact on quality of life.

The FY 2012 proposed Operating and Capital Budgets represent a culmination of years of effort to redesign the City's approach to fiscal planning, make our budgeting processes more inclusive and transparent, and improve upon the City's strategic decision-making. The work has been challenging to all involved. Several years of economic downturn have created some desire to restore services to those residents facing economic hardships, to meet delayed City organizational needs and respond to pressures for City infrastructure and facility improvements. Regardless, the City remains circumspect in planning

for new resources and mindful of the fact that the City is beginning to see the early signs of growth and expansion.

The City is cautiously optimistic that the financial tide has turned. Because the City does not anticipate a rapid recovery, it has based its plans on an expected slow and measured improvement in the local economy.

The City Manager will be responsible for providing leadership to the organization and overseeing the following seven strategic planning goals:

- **Goal #1:** Alexandria has quality development and redevelopment; supports local businesses; and a strong, diverse, and growing local economy;
- **Goal #2:** Alexandria respects, protects, and enhances the health of its citizens and the quality of its natural resources;
- **Goal #3:** A multimodal transportation network that supports sustainable land use and provides internal mobility and regional connectivity for Alexandrians;
- **Goal #4:** Alexandria is a community that supports and enhances the well-being, success, and achievement of children, youth, and families;
- **Goal #5:** Alexandria is financially sustainable, efficient, community-oriented, and values its employees;
- **Goal #6:** The City protects the safety and security of its residents, businesses, employees, and visitors; and
- **Goal #7:** Alexandria is a caring and inclusive community that values its diversity, history, and culture, and promotes affordability.

The Ideal Candidate

The ideal candidate for City Manager of Alexandria should have a verifiable and highly successful career with a demonstrated record of inclusive and transparent leadership in guiding an organization. The candidate should believe in making a difference through public service; and, through strong administrative skills, ensure an outstanding quality of life for residents while maintaining fiscal and economic stability. He/She should be a strong, motivated, and experienced leader with demonstrated strategic decision-making skills, and a person of superior integrity and unquestionable ethics.

The successful candidate should effectively incorporate a strong *business sense* with an established history of *fiscally prudent management*, including managing expenses, preserving investment in essential services (i.e., public safety, parks, transportation), and expanding revenue sources, including both state and federal grants.

He/She must be able to promote access, openness and responsiveness to City government, and be a decisive and effective negotiator working to build consensus between competing constituencies.

The successful candidate will recognize the importance of ongoing participation in intergovernmental activities at regional, state, and national levels, and through this participation work to influence legislative and regulatory changes consistent with the City's interests and needs.



The candidate must demonstrate a strong commitment to Homeland Security initiatives. He/She will possess the leadership presence, capacity, and prior experience to enhance the broad organizational and regional system through cooperative planning and action.

Ultimately, the successful candidate for this position will:

- Demonstrate the highest leadership ability;
- Excel in administrative and financial skills;
- Exhibit strategic, progressive thinking and methodology;
- Maintain the ability to lead by example, thereby inspiring others;
- Instill value in and respect for the organization and its employees; and
- Articulate the overall goals of the City of Alexandria.

In summary, the ideal candidate will provide the enlightened, administrative leadership that this complex, culturally diverse, and inclusive community demands.

Education and Experience

Education: This position requires a Bachelor's degree from an accredited college or university with significant and responsible executive management experience. A Master's degree or other advanced degree will be considered a plus.

Experience: The City Council desires a visionary chief-executive with significant and relevant experience managing a city or county government with similar scope and complexities. All candidates will be responsible to appropriately portray career history and accomplishments and overall match with this executive level position through submitted materials.

The City Council reserves the right to select any combination of experience, education, and career history that will uphold the ideals and values of this organization and continue to provide the highest level of service to the City Council and the organization. The City Council will conduct interviews with the top tier of candidates.

Residency: The successful candidate will be required to live in the City of Alexandria, Virginia. Further details regarding housing options are available through Ralph Andersen & Associates.

Compensation

The successful candidate will receive a highly competitive salary with an excellent executive benefit package that considers the candidate's salary history and track record of career success. The City Council will negotiate a mutually agreeable employment agreement with the selected candidate, which will include moving and relocation assistance. Further details on compensation may be obtained through Ralph Andersen & Associates.

To Be Considered

This is a **confidential recruitment** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references **will not** be contacted until mutual interest has been established. Candidates are encouraged to **apply immediately, with the first review of resumes begin on July 22, 2011**. This recruitment is considered open until filled. **Electronic submittals are strongly preferred via email to Ralph Andersen & Associates at apply@ralphandersen.com**, and should include the following:

- Compelling cover letter;
- Comprehensive resume;
- Salary history; and
- Five (5) professional references.

Ralph Andersen & Associates will work in concert with the City Council to conduct the initial evaluation of submitted materials to determine the best of match with the established criteria as outlined in this recruitment profile. The top tier of candidates will be presented to the full City Council. The City Council will conduct in-person interviews during late August. It is anticipated that the newly selected City Manager will join the City of Alexandria in October 2011 or on a mutually agreeable date.

Confidential inquiries welcomed to Robert Burg, Ralph Andersen & Associates at (916) 630-4900. Candidates are encouraged to further research the City of Alexandria website at www.alexandriava.gov.

