



City of Williamsburg, Virginia

Director of Finance

History and the Community

Founded in 1632 as Middle Plantation and renamed in honor of King William III of England; Williamsburg succeeded Jamestown, the first permanent English-speaking settlement in the New World dating from 1607, as Virginia's Colonial Capital in 1699.

Williamsburg was the first, and for a long time, the only municipality in Virginia. As such, it was the political, educational and social center of the largest and wealthiest of the 13 colonies. Here, the ideas of representative self-government took shape, here many of the leaders of the new American republic learned their statecraft, and nearby at Yorktown independence was won.

City of Williamsburg Vision Statement

"Williamsburg will become an evermore safe, beautiful, livable city of historic and academic renown, served by a city government -- cohesively led, financially strong, always improving -- in full partnership with the people who live, work and visit here."

Today Colonial Williamsburg is the world's largest outdoor living museum, known worldwide for the preservation and interpretation of the founding history of the United States. The College of William and Mary, founded in 1693, is today arguably the premier, small public university in the nation.

The City of Williamsburg is an independent city, located on the Virginia Peninsula on the I-64 corridor, midway between Richmond and Norfolk/Virginia Beach. Williamsburg rests in the center of the Eastern Virginia region, which has an urban population of over 2.5 million. Greater Williamsburg has remained one of the fastest

growing regions of Virginia over the last three decades. The City's 2016 population is 15,429 and the region's population is over 94,000.

The City's racial composition includes 75.9% White, 15.3% African American, 7.2% Latino, 5.3% Asian, and 0.3% American Indian. According to the U.S. Census Bureau, the most recent per capita income was \$23,686, and the percentage of persons below the poverty level was 20.1%. The city has a predominance of rental housing with approximately 56% of single and multifamily units rented, and 44% owner occupied.

Employment and Economic Development

The economy of the City is based primarily on tourism and higher education. The hospitality industry provides a substantial tax base for city government with 45 hotel/motels, 17 Bed and Breakfasts, and 89 restaurants.

The current unemployment rate in the City is 5.6%, slightly higher than the Virginia rate of 4.8%. However, the City serves as an employment center, with 'in-commuters' outnumbering 'out-commuters'.



Those who commute in to the City for employment is over 12,000, compared to the 4,400 'out-commuters' who leave the City to work elsewhere.

The Colonial Williamsburg Foundation is the City's largest taxpayer and tourism driver. The Foundation owns 23.8% of the City's land area and employs a staff of approximately 2,700. In addition, the College of William and Mary is a major economic contributor in the City, employing approximately 3,250 full and part time faculty and staff, enrolling 8,200 students and owning about 19.4% of the City's land area.

The City maintains active partnerships with the Colonial Williamsburg Foundation, the Greater Williamsburg Chamber and Tourism Alliance, and the Williamsburg Area Destination and Marketing Committee to promote and market the destination.



Lifestyle

The City of Williamsburg provides residents and visitors a broad range of leisure activities and recreational opportunities year round. Shopping areas include Merchants Square, adjacent to the Colonial Williamsburg Historic Area, and the College's Historic Wren Yard. The Historic Area and Merchants Square offer over 50 shops including restaurants and specialty stores.

Numerous recreational opportunities exist in the City, such as the Waller Mill Park, a 2,075-acre area conveniently located on the City's reservoir since 1972. The park grounds include a 36-acre lake for fishing, boating, canoeing and kayaking and an all-new disc golf course available for rent. The park also offers hiking, biking and walking trails as well as a dog park.

The City is also home to two libraries, Williamsburg Regional Library and Earl Gregg Swem Library, each available for public use and offering over one million

volumes in their collections. Swem Library is located on the College of William and Mary campus while the Williamsburg Regional Library is jointly operated by the City of Williamsburg, James City County and York County.

Other popular cultural activities in the region include the Museums of Colonial Williamsburg, the Muscarelle Museum of Art at the College of William and Mary, Jamestown Settlement and Island, Yorktown Battlefield and Museum, the Ferguson Center for the Arts and the Mariner's Museum in Newport News, and the Virginia Air and Space Center in Hampton. In addition, the College of William and Mary offers Division I sports available to the public, including the notable "Tribe" football team. Nationally known theme parks, Water Country USA and Busch Gardens, are also well known attractions offering over 30 rides and an 18th Century European theme park experience for area residents and visitors.

Education

For students attending elementary, middle, or high school, Williamsburg provides a jointly funded school system with James City County. The School Division includes over 11,000 students with 830 instructional staff and an additional 600 support staff members who are responsible for nine elementary, three middle and three high schools, with a fourth middle school under construction with an opening planned for the Fall of 2018. All middle schools, high schools, and elementary schools are fully accredited according to Virginia State standards. In addition to public schools, the City area offers several private school options including Walshingham Academy, Williamsburg Christian Academy, and Providence Classical School.

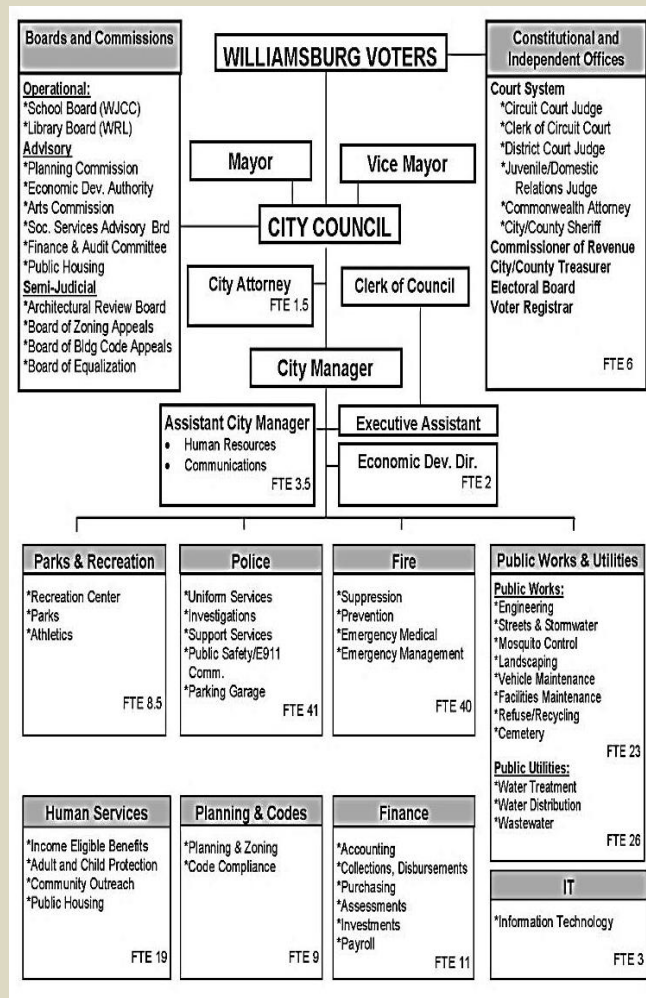
The City also is the location of the second oldest college in the United States, the College of William and Mary. The College was chartered on February 8, 1693, by King William III and Queen Mary II of England. Second only to Harvard, it is the oldest operating college in America. The school is a Division I public institution offering over 40 undergraduate programs and over 40 graduate and professional degree programs. The College was the first of its kind to establish an intercollegiate fraternity (Phi Beta Kappa) in 1776, and first to have a formal Honor System. With a highly competitive selection rate of about 33%, the College enrolls approximately 8,200 students, from all over the world. The College is well known for its programs in Arts and Sciences, Business, and Education.

Other opportunities for higher learning in the region include Christopher Newport University, Old Dominion University, Thomas Nelson Community College and Tidewater Community College, all of which are fully accredited schools in Virginia.

Healthcare

The City is served by several excellent health care facilities. Sentara Williamsburg Regional Medical Center, located in York County, offers a 145 bed facility with 24-hour emergency room service and over 120 physicians in 45 different specialty areas. Riverside Health System opened the Riverside Doctors Hospital of Williamsburg within the city limits in 2013. This 25 acre facility offers 40 private rooms and a full service emergency department.

City Organization Chart



City Government

The City of Williamsburg operates under the Council-Manager form of government consisting of a five member City Council and an appointed City Manager. City Council members are elected at large and serve four year staggered terms.

The City Council is responsible for a wide range of actions including approval of all ordinances, establishing policies, adopting the City's annual budget, appointing committees and hiring the City Manager, City Attorney and Clerk of Council.

As part of its operating responsibilities, the City Council has adopted a Fiscal Year 2018 total budget of \$61 million, and a general operating fund budget of \$36 million. The Fiscal Year 2018 real estate property tax rate of \$.57/\$100, and the personal property tax rate of \$3.50/\$100, both remain unchanged and are relatively low by state standards. The City of Williamsburg currently supports a staff of 197 employees. The current Standard & Poor bond rating for the City is "AAA" and the Moody's bond rating for the City is "Aa1".

The City Council also approved the 2017-2018 Biennial Goals, Initiatives and Outcomes (GIOs) in November 2016 and uses the eight (8) established goals as a guideline for budget decisions for the next two fiscal years. For Fiscal Years 2017 and 2018 the goals are as follows:

1. *Character of the City*
2. *Economic Vitality*
3. *Transportation*
4. *Public Safety*
5. *Human Services and Education*
6. *Recreation and Culture*
7. *Environmental Sustainability*
8. *Citizen Engagement and City Governance*

The City Manager serves as chief of the executive branch of City government and supervises all City departments, oversees City staff and executes policies adopted by Council. Williamsburg is a 'full-service' City with bright, engaged and experienced department heads and staff who provide Police, Fire, Economic Development, Public Works and Utilities, Planning, Codes Compliance, Parks and Recreation, Finance, Purchasing, Real Estate Assessment, and Information Technology Services. In addition, the City shares some Constitutional Officers with James City County.

The Director of Finance Position

The Director of Finance is responsible for all fiscal affairs for the City, including monitoring the capital budget preparation, financial reporting, annual audits, investments and overseeing the annual real estate assessment process.

Major duties and responsibilities of the position:

- Plans, organizes and directs the activities of the Finance Department, including accounting, procurement, real estate assessment, investments, billing, tax collection, and payroll.
- Oversees City's billing systems and collection of revenue including real estate, personal property and water utilities.
- Assists City Manager, agencies and other departments with the development and implementation of all matters having financial implications.
- Directs the preparation, implementation and monitoring of the annual operating and capital budget, and makes recommendations for options to balance the proposed budget each year.
- Exercises administrative control over appropriations and expenditures within limits established by the City budget.
- Responsible for all aspects of the investment of surplus City funds, in accordance with adopted investment policy, including bids, allocation of interest earnings.
- Provides monthly operating reports to City Council summarizing budgetary performance of revenues and expenditures, and status of funds for the City's major funds.
- Prepares a variety of information, reports, and presentations to City Council and the City Manager as requested, including the results of the annual independent audit and proposed annual budgets.
- Serves as liaison to the Treasurer, Commissioner of the Revenue, and the Williamsburg/James City County School Board, providing fiscal and administrative support services as appropriate.
- Recommends alternatives, implements and coordinates debt financing for the City, working directly with the City's financial advisor.

Education and Experience

A bachelor's degree from an accredited college or university in Accounting, Business, Finance or a related field is required. Preferred qualifications include a Master's degree in business or public administration and the Certified Public Finance Officer (CPFO) or Certified Public Accountant (CPA) designations. Successful candidates will possess a minimum of ten years of experience managing a financial function including supervision of professional and clerical staff in local government in a comparably sized, well-recognized community, business or non-profit organization with a wide range of duties with various departments. It is desired that candidates have a broad knowledge of general laws and administrative policies governing municipal financial practices as well as a demonstrated ability to create and present reports. The individual should also be able to work creatively and independently and possess strong analytical skills.



Compensation and Benefits

The salary for the position is negotiable dependent upon the candidate's education and experience. Benefits include, but are not limited to participation in the Virginia Retirement System, paid time off, group life insurance, medical insurance, professional dues and conference expenses. Moving and relocation expenses may be negotiated with the City.

Application and Selection Process

The application deadline is **December 15, 2017**. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references to the City of Williamsburg, City Manager's Office - Human Resources, 401 Lafayette Street, Williamsburg, VA 23185 or email: dhicks@williamsburgva.gov. The full job description is available online at <http://williamsburgva.gov/>. Résumés will be screened based on the criteria established by the City. The City will review candidates who most closely meet the established criteria and finalists should be interviewed in Williamsburg in January 2018. For more information, please contact Dawn Hicks at dhicks@williamsburgva.gov.



The City of Williamsburg is an Equal Opportunity Employer.