



## PROFILE OF DEPUTY CITY MANAGER



*The City of Lynchburg is Seeking  
a Visionary Deputy City Manager*



### THE IDEAL CANDIDATE

The City of Lynchburg is seeking a dynamic, collaborative, and innovative leader to serve as its next Deputy City Manager. The next Deputy City Manager will inherit a team of dedicated professionals who serve a diverse and thriving City. The person filling this role will be passionate about cultivating an identity for the City and strengthening the morale of our workforce and will thrive on the opportunity to connect with the community we serve.





The Deputy City Manager (DCM) serves in an executive role working in partnership with the City Manager and performs duties with considerable independence, broad latitude, common sense, and excellent judgment. The DCM collaborates with the City's Leadership Team to serve and partner with the City's employees and community in creating a better Lynchburg.

The DCM shares oversight of City departments with the City Manager and Assistant City Manager. Lynchburg prides itself in delivering services to our citizens in the most effective and efficient means possible. The DCM assists the City Manager and Assistant City Manager in strengthening a creative, innovative, and service-driven Leadership Team.

We are looking for a Deputy City Manager who has a successful track record of developing and implementing innovative and imaginative solutions to difficult and complex community problems through judicious risk-taking and collaborative problem solving.

Finally, we are looking for someone with a creative mind who can build strategic connections with stakeholders and partners that can contribute to the mission of the City. To this end, we also expect our next DCM will be professionally committed to building meaningful connections throughout our community, interacting with a variety of community organizations, and fostering professional relationships across multiple disciplines. The ideal candidate will have a complete understanding and familiarity with the unique nature and public policy implications of Virginia state and local government as well as practical experience in business or government including accountability for responsive, efficient, and effective service delivery and a demonstrated willingness to challenge current processes and systems.

## COMPENSATION

Compensation for the Deputy City Manager will be market competitive, depending upon qualifications. A generous benefit package includes: participation in the Virginia Retirement System (VRS), paid time off, medical, dental and vision coverage, education assistance and an opportunity to contribute to a 457 Deferred Compensation Plan. We believe that the joy of serving the citizens of Lynchburg in making our city a better place is a priceless benefit.



## APPLICATION PROCESS

Qualified candidates are encouraged to submit an application, including completed supplemental questions, cover letter, and resume with three (3) professional references and two (2) personal references, via the City's website at [www.lynchburgva.gov](http://www.lynchburgva.gov) to be considered for the position.

The deadline for applications is XXXX, 2022. Inquiries relating to the Deputy City Manager position may be directed to:

Michelle G. Jackson, SPHR  
 Director of Human Resources  
 City of Lynchburg  
 Telephone: (434) 455-4202  
 Email: [michelle.jackson@lynchburgva.gov](mailto:michelle.jackson@lynchburgva.gov)





**CITY OF LYNCHBURG**  
Department of Human Resources  
900 Church Street  
Lynchburg, VA 24504

[http://www.lyncburgva.gov/Index.aspx?  
page=429](http://www.lyncburgva.gov/Index.aspx?page=429)

**INVITES APPLICATIONS FOR THE POSITION OF:  
Deputy City Manager**

*An Equal Opportunity Employer*

**SALARY**

Salary: Depends on Qualifications

**OPENING DATE:** 06/22/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The City of Lynchburg is seeking a dynamic, collaborative, and innovative leader to serve as Deputy City Manager. Local government management is an opportunity to make a difference in the lives of our citizens and our City. The person filling this role will be passionate about cultivating an identity for the City and strengthening the morale of our workforce and will thrive on the opportunity to connect with the community we serve.

Applications will be accepted until the position is filled.

**POSITION SUMMARY**

The Deputy City Manager (DCM) serves in an executive role working in partnership with the City Manager and performs duties with considerable independence, broad latitude, common sense, and excellent judgment. The DCM collaborates with the City's Leadership Team to serve and partner with the City's employees and community in creating a better Lynchburg.

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For more information about this exciting opportunity, and the application process:

[View Deputy City Manager Profile](#)

**ESSENTIAL DUTIES**

**ESSENTIAL DUTIES AND RESPONSIBILITIES** Other duties to provide direct or indirect service to the citizens may be assigned.

- Collaborates with the City Manager and Assistant City Manager in overseeing City operations;
- Provides overall direction, coordination, and evaluation of assigned departments;
- Embraces and champions diversity, equity, and inclusiveness both within the City organization and the community;
- Leads the City's efforts in evaluating and improving processes to attain operational excellence;
- Serves as a team builder and mentor;
- Assists with developing the annual operating budget and capital improvement plan;

- Hears employee grievances as required;
- Prepares material for City Council agendas and attends Council meetings;
- Prepares clear and concise research reports and follows-up as required, always keeping in mind the best way to communicate with various audiences;
- Listens to and responds to inquiries from City Council, employees and the public;
- Provides leadership on strategic planning/projects and goals;
- Prepares and delivers oral and written reports to Council, boards, commissions, citizen groups and City staff;
- Coordinates and collaborates on key projects and task forces by identifying projects, work plans and strategies, determining required level of support, and managing the projects;
- Represents the City's interests in various boards and organizations;
- Acts as the City Manager in their absence.

ADDITIONAL DUTIES AND RESPONSIBILITIES include the following:

- Other duties to provide direct or indirect service to the citizens may be assigned.
- When unusual situations occur and/or the City Manager declares a State of Emergency, all City employees may be required to accept special assignments and perform as needed to ensure appropriate service delivery.

#### SUPERVISORY RESPONSIBILITIES

Supervises multiple Department Directors as assigned by the City Manager. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Education and/or Experience

##### Required Qualifications:

Candidates must have a Master's degree in Public Policy, Business Management, or related field as well as at least ten years of progressively responsible work in local government at a leadership level in Virginia or an equivalent combination of education and experience.

##### Highly Preferred Qualifications:

- Experience in working collaboratively to achieve innovative and practical solutions to local government challenges;
- Extensive background in public policy, including an understanding of and commitment to the Council/Manager form of government as well as an understanding of the role of City Council and the decision-making and policy implementation processes used by elected bodies and administration;
- Complete understanding and familiarity with the unique nature and public policy implications of Virginia state and local government;
- Experience in intergovernmental relations and the ability to personally interact with other jurisdictions, regional bodies, state and federal officials, and agencies in a constructive, cooperative, and supportive manner while representing the City's interests;
- Familiarity with comprehensive planning and economic and community development strategies and goals including downtown and urban redevelopment that attract and retain enterprises that contribute to overall tax base growth;
- Practical experience in business or government including accountability for responsive, efficient, and effective service delivery as well as a demonstrated willingness to challenge current processes and systems;
- Experience in developing solutions related to the challenges facing urban communities including

poverty, education, and workforce development;

- Successful track record of developing and implementing innovative and imaginative solutions to difficult and complex community problems through judicious risk-taking and collaborative problem solving;
- Expertise in personnel and employee relations with a record of positive, equitable administration and staff development;
- ICMA Credentialed Manager or eligibility to become credentialed.

### **ADDITIONAL REQUIREMENTS**

- Must reside in the City of Lynchburg
- Possession of valid driver's license issued by the Commonwealth of Virginia and acceptable driving record according to City criteria required. View Driving Criteria [here](#).
- Relevant background checks must be satisfactorily completed
- Must successfully complete IS100 and IS700 National Incident Management (NIMS) training within 90 days of employment. May also be required to complete higher levels of NIMS training as determined appropriate for the position.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lynchburgva.gov/Index.aspx?page=429>

OR

900 Church Street  
Lynchburg, VA 24504

Job #02827

DEPUTY CITY MANAGER

MJ

### **Deputy City Manager Supplemental Questionnaire**

- \* 1. Please briefly explain why you are interested in this position, specifically in the City of Lynchburg.
- \* 2. Describe your current scope of responsibilities.
- \* 3. Provide a description of the areas of government management where you have the greatest expertise/experience and conversely, areas where you have the least expertise/experience.
- \* 4. How do you stay current with innovation in local government management? Explain a particular innovation or process improvement that you are particularly proud of.
- \* 5. This position requires a valid driver's license and acceptable driving record history. I certify that I have read the DMV Record Release Notice and give the City of Lynchburg permission to obtain my Virginia Driving Record.
  - ☐ Yes
  - ☐ No
  - ☐ I do not currently possess a Virginia Driver's License

6. If you answered that you currently possess a Virginia Driver's License, please provide your License Number.

- \* 7. (Current Out-of-State applicants and applicants who have had an Out-of-State Drivers License at any time in the last 3 years): I agree to provide, WITHIN 2 WEEKS OF MY APPLICATION, a copy of my driving record from that state where I am currently licensed or have been licensed within the past 3 years. I will contact Human Resources within 2 weeks if I am unable to obtain my out of state driving record in that time. I understand that my application may not be considered for this position until I submit my out of state driving record. You can email this information to [human.resources@lynchburgva.gov](mailto:human.resources@lynchburgva.gov), fax to 434-845-4304, or mail this information to Human Resources, 900 Church Street, Lynchburg VA 24504. Include the name of the position for which you are applying. If you have a driving record less than 30 days old you can upload as an attachment to your application.

☐ Agree to provide record within 2 weeks of application date

☐ Do not agree (I understand I will no longer be considered for this position if I disagree)

☐ Not applicable (I have not had an Out-of-State Driver's License during the past 3 years)

8. If you answered yes to the above question, please provide the name of the state where your license was issued.

\* Required Question