



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

ASSISTANT CITY MANAGER

The City of Staunton, located in the heart of the Shenandoah Valley, is seeking highly qualified applicants for the position of Assistant City Manager. Come join our highly professional team dedicated to serving this dynamic city and its citizens. For more information about the Office of City Manager, please visit <https://www.ci.staunton.va.us/departments/city-manager>. The City of Staunton offers highly competitive compensation and benefits. Staunton, with a relatively low cost of living, is known for its history, architecture, arts and cultural and culinary delights.

“One of the prettiest and most progressive towns in the South” and “20 charming mountain towns to visit this fall”—Southern Living

The City of Staunton is seeking an innovative leader who will be a critical and highly visible leader on the management team, supporting the City Manager in creating a desirable community that provides high quality services. The Assistant City Manager will provide leadership through collaboration, teamwork and active involvement in the management of the City government. The Assistant City Manager has primary responsibility for assisting the City Manager in overseeing the day-to-day operations of the City, providing expert advice and assistance to the City Manager, department heads and senior managers. He/she will be a strong relationship builder with the ability to work with and command respect among the City management team and the community. The ideal candidate will be a seasoned manager, collaborative leader, team player and self-directed problem-solver, who can serve as a mentor/coach to City staff.

This individual will have a thorough knowledge of: the theories, principles, practices and techniques of municipal budgeting and program evaluation, statistics and finance; evaluation measurement and review techniques, as well as state laws and local ordinances applicable to budget preparation, approval and administration; and the function and operation of municipal agencies.

The Assistant City Manager will be responsible for the following:

- providing administrative support to the City Manager;
- having direct responsibility for supervising a variety of departments and individuals;
- preparing operational reports and complex correspondence for the City Manager;
- coordinating/supervising the daily operations/activities of the Office of the City Manager;
- preparing and coordinating City Council agendas with the Clerk of Council;
- developing methodology to analyze and interpret the impact of services on the community;
- serving as project team director for special studies and overseeing special projects;
- gathering operational financial and other statistical data and participating in the conduct of research and evaluation studies;
- preparing special reports and studies;
- participating in the preparation of the city’s budget and capital improvement plan;
- monitoring budget and fund expenditures and revenues for the City Manager’s Office;
- auditing and summarizing departmental budget requests;
- conducting research concerning local issues and public policy;
- serving as staff liaison to various city and regional boards and commissions, as assigned;
- performing special assignments as directed by the City Manager and City Council;
- performing related tasks, as required and;
- serving as acting City Manager in the absence of the City Manager.

116 W. Beverley Street Staunton, Virginia 24401

City: 540.332.3825 (office) 540.851.4020 (fax) Schools: 540.332.3920 (office) 540.332.3924 (fax)

Requires a master's degree in public administration, related field or equivalent amount of training and experience. Considerable professional experience in program/service development and evaluation and general knowledge of a minimum of three department areas in local government is preferred. The successful applicant must be an empowering manager, a proven leader, a creative problem solver and an excellent communicator. A commitment to diversity, customer service and citizen involvement is required. Must also be committed to continual development and learning.

Excellent benefits include participation in the Virginia Retirement System, paid-time off, group life insurance, medical insurance, professional dues, deferred compensation, and conference expenses. Relocation allowance provided. Residency within the City required within one year of hire.

For a complete job description, please contact Jonathan Venn, Chief Human Resources Officer.

Criminal and financial/credit report background check are required.

FLSA: Exempt
Grade: 23
Hiring Range: \$135,000-\$155,000 DOE/DOQ
Start Date: On or around mid-January 2023 or negotiable
Reports To: City Manager

The recruitment will remain open until filled. Interested applicants should submit a cover letter and resume, no later than **December 10, 2022**, to:

Jonathan Venn, Chief Human Resources Officer
City of Staunton/Staunton City Schools
116 West Beverley St (Human Resources, 2nd Floor City Hall)
Staunton, VA. 24401
504-332-3914
vennjg@ci.staunton.va.us