



CITY OF HARRISONBURG ASSISTANT TO THE CITY MANAGER

Looking to make a huge impact in an eclectic, growing city known worldwide for being a friendly, welcoming Community For All? Look no further than The Friendly City - Harrisonburg, Virginia.

We are currently seeking an experienced and driven leader who is excited to join our dedicated team of community service professionals. The right candidate should be committed to moving Harrisonburg forward.

This is an amazing opportunity for a dynamic and innovative individual to play a critical role in shaping the future of Harrisonburg. You will be on the leading edge of numerous quality of life and service delivery projects that the City's Executive Leadership Team is eager to bring to fruition for all who live here. And you'll do it in a vibrant, modern, and diverse college community boasting a happening atmosphere infused with a serious passion for local food and libations, cutting-edge arts and culture, and the historic roots that anchor it to the famous Shenandoah Valley landscape.





THE COMMUNITY

The City of Harrisonburg is an independent city located in the central Shenandoah Valley region of Virginia. The City falls within Rockingham County and encompasses 17.4 square miles, serving a population of approximately 55,990.

Harrisonburg is located along Interstate 81 and is only two hours away from both Richmond and Washington, D.C. Harrisonburg City Council and staff are currently operating under the City's 2043 Vision Plan, which calls for a focus on creating A City For All and ensuring Available Housing for All; A Thriving Educational Epicenter; Fiscal Sustainability and Planning; Distinctive, Reliable Delivery of High-Quality City Services; and Economic Development: Goals, Gains and Growth.

Additionally, City staff strive to embody these five Values: Progressive Innovation, Productive Communication, Trusted Service, Winning Teamwork, and Valued Employees.

An agricultural hub, Harrisonburg has now evolved into a lively and distinct destination with a vibrant arts and entertainment scene. The City is home to a plethora of parks and trails and hosts community events throughout the year. Downtown Harrisonburg was designated as Virginia's first recognized Arts and Cultural District in 2001 and the first recognized Culinary District in 2014. Downtown boasts a variety of locally owned restaurants, coffee shops, bars, craft

breweries, and boutiques. The area is home to an expansive network of galleries, music venues, theaters, and museums, making it an exciting place for anyone to enjoy.

Harrisonburg is a melting pot of ethnic diversity. In recent years, more than 1,900 refugees have settled into the City. Harrisonburg City Public Schools students speak more than 60 different languages, with English, Spanish, Arabic, and Kurdish being the most common.

Within the Harrisonburg City Public Schools system is a Pre-K Early Learning Center, six elementary schools, two middle schools, and a high school. A second high school will open soon. Harrisonburg is also home to two university campuses – James Madison University and Eastern Mennonite University. James Madison is a public research university with an enrollment of more than 22,000 students, and Eastern Mennonite University (EMU) is a private, Mennonite-affiliated liberal arts university with an enrollment of approximately 1,500 students.

Harrisonburg has been a Bronze Level Bicycle Friendly Community since 2011 and is dedicated to adding bicycle and pedestrian facilities throughout the community, making it attractive to walkers, runners, and cyclists alike. Miles of trails and sidewalks make it a walkable and bike-friendly community.

THE POSITION

As Assistant to the City Manager, you will:

- Work effectively as a member of the City Manager's Executive Leadership Team to plan, execute, and evaluate organization-wide strategies that achieve City Council's vision and goals and important community needs;
- Assist the City Manager and Deputy City Manager in promoting and strengthening a collaborative, progressive, creative, innovative, service-driven and problem-solving organizational culture;
- Conduct complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures;
- Assist the City Manager's Office with the preparation of the City's annual budget and Capital Improvement Program, and assist in developing, analyzing, and monitoring the departmental budget;
- Manage special projects as directed by the City Manager or Deputy City Manager;
- Gather and analyze data and information from various sources on a variety of specialized topics;
- Respond to inquiries from other local governments, state and federal agencies, and City departments;
- Provide the City Manager with accurate and timely information to support decision-making and policy direction;
- Participate in the preparation of Council materials and agenda packages;
- Serve as a contact for Council requests as needed;
- Serve as the City's Safety Program Coordinator and as the coordinator for Americans with Disabilities Act compliance;
- Represent the City Manager or Deputy City Manager at various meetings or events as needed;
- Promote, encourage, and lead collaboratively in seeking new ways to share resources, ideas, and best practices in order to optimize service delivery organization-wide;
- Direct the development of programs to address citizen needs to include citizen involvement as needed;
- Coordinate with Department Directors or other appropriate parties to respond to citizen inquiries;
- Attend City Council meetings and work sessions in addition to researching, responding to, and preparing correspondence along with performing necessary follow-up and communicating with City management on sensitive and confidential issues.

THE ORGANIZATION

The City of Harrisonburg operates under a council-manager form of government, which includes five elected officials serving at-large. Integral to the City's operations is attention to the following focus areas outlined in the City's 2043 Vision Plan: A City For All; Economic Development: Goals, Gains, and Growth; A Thriving Educational Epicenter; Available Housing for All; Community Resiliency and the Natural Environment; Distinctive, Reliable Delivery of High Quality City Services; and Fiscal Responsibility and Planning. With over 800 employees and a Citywide fiscal year 2023-2024 budget of \$362.2 million, the Assistant to the City Manager will play a vital role in the success of the City by supporting the City Manager's Office on projects in these areas.

Our staff exemplify these five City Values:





IDEAL CANDIDATE

The ideal candidate will possess an understanding of and dedication to the concepts of the High-Performance Organization (HPO) model as outlined by the Commonwealth Centers for High-Performance Organizations. This will include commitment to the Executive Leadership Team, which operates as a “first team”, centering on stewardship and a participative leadership philosophy. We have a model where this team works on strategic leadership matters and empowers work teams that have clarity of purpose and competence to consistently create better outcomes for Harrisonburg citizens and visitors. The ideal candidate will promote the work of leadership by connecting employees to address complex cross-organizational issues, reducing silos, committing to and supporting

personal learning, and dedicating the organization to the value of progressive innovation. “HPO is about getting people to believe in themselves, ensuring that they have authority and influence, and then setting up the systems, structures, and strategies so that they can perform.” (Pickering et al., 2014)

ONGOING PROJECTS

Some of the City’s current projects include:

- Construction of a Homeless Services Center
- Construction of a fifth Fire Station
- Construction of a new Public Works headquarters
- A new Diversity, Equity & Inclusion Committee
- Review and study of City’s total rewards
- Refurbishment of the former Municipal Building

COMPENSATION:

PREFERRED HIRING RANGE: \$103,875.20-116,854.40* ANNUALLY WITH AN EXCELLENT BENEFITS PACKAGE.

***AN EXACT SALARY WILL BE DEPENDENT UPON THE SELECTED CANDIDATE’S QUALIFICATIONS AND EXPERIENCE**

HOW TO APPLY:

[HTTPS://WWW.HARRISONBURGVA.GOV/EMPLOYMENT](https://www.harrisonburgva.gov/employment)



QUESTIONS:

CONTACT HUMAN RESOURCES AT EMPLOYMENT@HARRISONBURGVA.GOV