



DEPUTY CITY MANAGER FOR FINANCE AND ADMINISTRATION

CITY OF PETERSBURG, VA





“Petersburg... where every day is a new adventure.”

The City of Petersburg, Virginia, is seeking an experienced, strategic, and highly collaborative leader to serve as its next Deputy City Manager (DCM) for Finance and Administration. This executive position is integral to the City's commitment to fiscal stewardship, operational excellence, and continuous organizational improvement. The Deputy City Manager reports directly to the City Manager and serves as a key member of the executive leadership team.

This recruitment profile provides background information on the city, its government, and its vision. The highly desired characteristics, qualifications, and expertise of the next DCM for Finance and Administration are also outlined.

This position is open until filled. A review of applications will begin on or after January 5, 2026. **However, please note that highly qualified candidates may be invited to interview at any time.** Timely submittal will ensure the most advantageous review. To be considered, interested and qualified candidates should submit a cover letter and résumé, with salary expectations, and professional references to the Berkley Group, via email at doug.walker@bgllc.net.

Inquiries related to the Deputy City Manager for Finance and Administration should be directed to:

Doug Walker
Executive Manager
Berkley Group, LLC
Email: doug.walker@bgllc.net
Mobile: (540) 325-0684

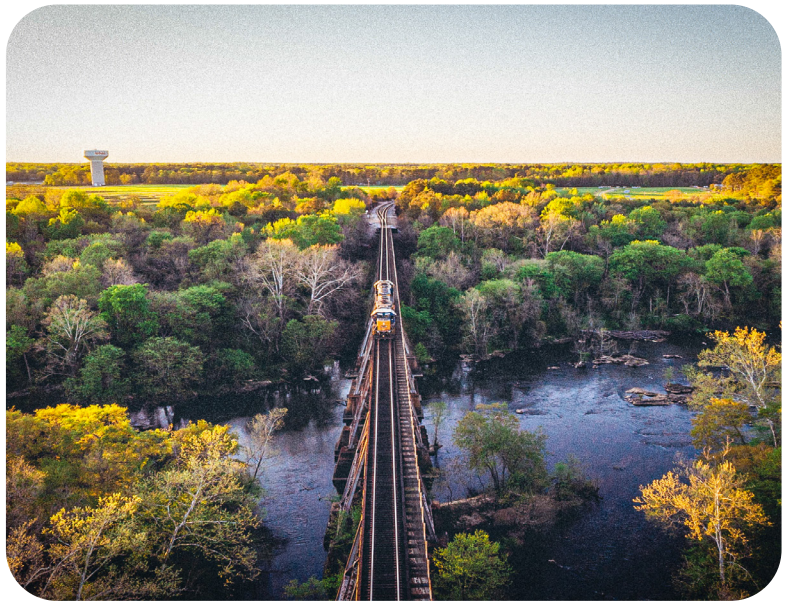


COMMUNITY PROFILE

Petersburg, Virginia, is an independent city in south-central Virginia, situated along the Appomattox River approximately 21 miles south of Richmond. With a population of about 33,000, the city combines historic depth with renewed economic development and civic energy. This profile is designed to help potential executive-level candidates better understand the City of Petersburg in context of being considered for the position of Deputy City Manager – Finance and Administration.

GEOGRAPHY

The City of Petersburg was established in 1748 as a trading post at the confluence of the James and Appomattox Rivers. Petersburg is one of Virginia's First Cities. Covering roughly 23 square miles, Petersburg lies at the fall line of the Appomattox River, where the Coastal Plain meets the Piedmont. This geography made it a vital hub for early industry and trade, a role it continues to play through modern transportation networks. Interstate 95, a major Maine to Florida corridor passes along Petersburg and has a major interchange with I-85 there. Additionally, several major rail lines provide both accessibility and growth potential.



ECONOMY

The city continues to strengthen its fiscal stability and invest in business development, tourism, and housing. A \$1.4 billion entertainment resort project is planned, with completion of its first phase marked by the Virginia Lottery's expected issuance of a gaming license by January 2026 and a temporary casino will begin operating soon thereafter. The completion of all three phases of the resort mixed-use development project is expected to bring significant new employment, entertainment and conference space, hospitality opportunities, and community amenities.

Meaningful additional private investments are planned that will expand the existing, robust pharmaceutical cluster in the city as well as data center development, further diversifying the City's economy and tax base.





CULTURE AND HISTORIC IDENTITY

Petersburg's identity is steeped in American history. The city played pivotal roles during the Revolutionary and Civil Wars and served as a center for early free Black communities. Pocahontas Island, for example, is one of the oldest African American neighborhoods in the country. The city's numerous historic districts, churches, and landmarks—such as Blandford Cemetery and Old Towne—contribute to a powerful sense of place. Today, Old Towne Petersburg is a thriving cultural district, featuring preserved architecture, art galleries, restaurants, and locally owned businesses. Monthly 'Friday for the Arts' events and other community celebrations attract visitors from across the region.

GOVERNMENT AND LEADERSHIP

Petersburg operates under a council-manager form of government. The seven-member City Council, including a mayor elected from among members of Council, represents wards throughout the city. Council appoints a City Manager to lead day-to-day operations and carry out Council's vision. The city employs approximately 900 full-time and part-time employees.

Following a period of fiscal recovery, Petersburg has emerged with improved financial management practices and a growing commitment to transparency and accountability. The General Fund unassigned fund balance is now \$50M, a result of structurally balanced budgets in recent years. The FY25 Annual Comprehensive Financial Report will be delivered to City Council on schedule for the second consecutive year and outstanding audit findings have been addressed. In 2024, the national credit rating agency Standard & Poors (S&P) increased Petersburg's credit rating to AA-, a testament to the City's concerted efforts to stabilize its financial management.

Petersburg's structure is somewhat unique in Virginia with respect to the relationship between the elected Treasurer's Office and the City's Finance Department. Taxes and fees are collected by the City Manager's Finance/Collections department and bank reconciliations are performed by the Finance Department. However, the Treasurer is responsible for making bank deposits and managing banking relations.

QUALITY OF LIFE

The City of Petersburg offers a "small town" feel with easy access to urban amenities. Its historic charm, affordable housing, and emerging arts scene make it an appealing choice for professionals seeking work-life balance and purpose. Residents enjoy a close-knit community, proximity to regional parks, and access to the Richmond metropolitan area for broader cultural and economic connections.

The city's ongoing investments in downtown revitalization, parks, and housing ensure a livable environment for families and professionals alike.





OPPORTUNITY TO MAKE REAL AND LASTING POSITIVE CHANGE

For experienced leaders, Petersburg presents an environment where innovation and collaboration can make an immediate positive impact. Key areas of opportunity include economic development, infrastructure renewal, historic preservation, public works, and community engagement.

The city made strategic investments in its water storage, allowing it to provide water to its own residents and businesses and also sell water to a contiguous locality. Further, funding for a new general district court building has been obtained and design is underway.

City government is challenged with developing a strategy to remedy aged water and sewer infrastructure that has far exceeded its useful life. Flood mitigation is also an identified area of focus. Additionally, some of the City’s public schools were built in the late 1950’s and early 1960’s, and discussions are ongoing between the School Board and City regarding the pressing need for construction of a new elementary school as well as modernization of other school facilities.

With significant redevelopment projects underway, City leaders play an active role in shaping Petersburg’s next chapter. Recent initiatives, such as the ‘Partnership for Petersburg,’ demonstrate strong collaboration between the city and the Commonwealth to advance education, safety, health, and infrastructure goals.

POISED FOR THE FUTURE

Like many historic cities, Petersburg continues to address challenges related to economic diversification, infrastructure maintenance, and equitable community growth. However, these challenges come with significant opportunity—the opportunity for leaders to build capacity, implement best practices, and serve with integrity in an environment of collaboration and innovation.

Petersburg stands at a moment of renewal. Its strategic location, deep history, committed local government and engaged residents make it a city of both challenge and promise. For professionals seeking to lead with vision and leave a lasting mark, Petersburg offers a uniquely meaningful opportunity to serve.

Petersburg’s vision is clear: to create a resilient, inclusive, and prosperous community that honors its history while building a sustainable future.



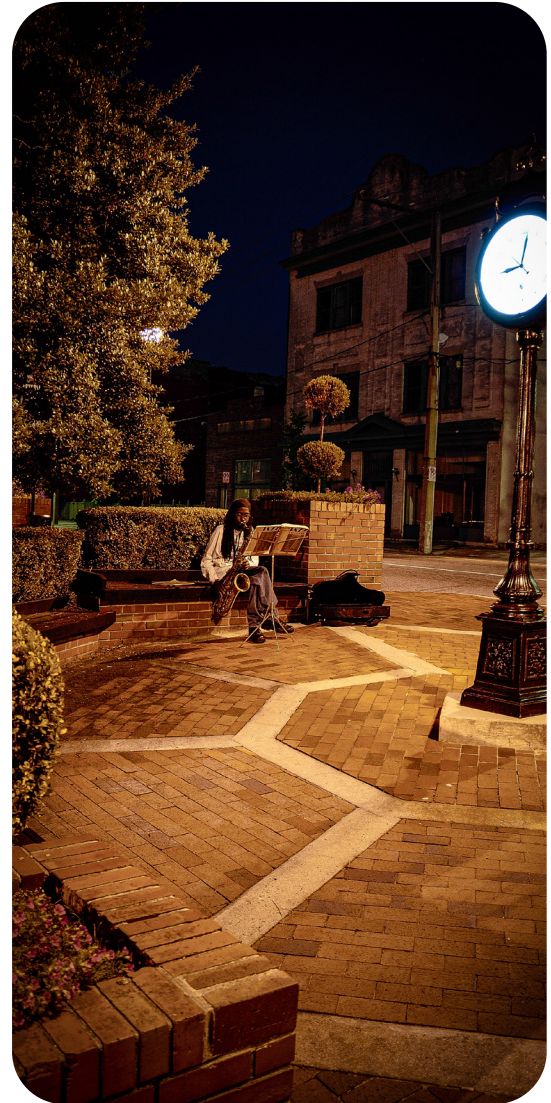
POSITION PROFILE

The Deputy City Manager – Administration & Finance serves an integral role in the operation of City government and is a key leader in assuring the highest level of financial and administrative performance for the City of Petersburg.

KEY RESPONSIBILITIES

Primary duties and responsibilities include the following:

- Provides oversight of the City's financial operations including accounting, financial reporting, internal controls and analysis, administration of accounts payable, collections, debt management, CIP, and other related areas.
- Oversees other key administrative functions including procurement, risk management, and grants management.
- Leads cross-departmental initiatives to drive efficiency and improve service delivery.
- Develops and implements process improvements that support the City's fiscal health and operational effectiveness.
- Serves as a trusted advisor to the City Manager, elected officials, and community partners.
- Serves as the liaison to the City Manager while providing oversight to various City departments as assigned.
- Collaborates with internal and external stakeholders to advance the City's strategic goals.
- Develops long-range goals and policy recommendations
- Assists in planning, organizing, and administering the City's governmental activities.
- Prepares, reviews and presents complex financial information, orally and in writing, to the City Council, and to other governmental and regulatory agencies, boards and commissions.
- Represents the City Manager at official meetings as assigned.



QUALIFICATIONS, EDUCATION AND EXPERIENCE

- Progressively responsible management and leadership experience in local government finance and administration,
- Advanced knowledge of municipal accounting, budgeting, capital planning and financing, and financial management systems.
- Demonstrated ability to lead complex projects, manage competing priorities, and achieve organizational objectives.
- Master's degree in public administration, finance, accounting, business administration, or a related field strongly preferred.
- Relevant certifications such as CPA or CPFO are desirable.
- Virginia local government experience highly preferred, including a proven track record of success in finance and administration with a thorough understanding of Virginia laws, regulations, and best practices.



DESIRED TRAITS AND CHARACTERISTICS

- Impeccable Integrity both professionally and personally, with unwavering ethical standards, transparency, and trustworthiness.
- Exceptional collaboration skills with a genuine interest in and ability to inspire and galvanize teams, build consensus, and foster productive partnerships across departments and with external agencies.
- Excellent and authentic communication skills including demonstrated competence in conveying complex financial and operational information clearly to diverse audiences, including elected officials, staff, and residents.
- Deep experience in municipal finance, budget development, financial reporting, and auditing, with a strong commitment to stewardship and fiscal responsibility.
- Confident, optimistic, enthusiastic and energetic with a focus on leading by example while modeling high emotional intelligence and positive interpersonal relations.
- Firm, fair, friendly and consistent management style that is grounded by humility and empathy.
- Highly engaged in the work of the organization with a willingness to be hands on, ability to set priorities, and understanding of when and how to delegate effectively.
- A thoughtful, empathetic listener who seeks first to understand before seeking to be understood.
- Ability to inspire, motivate and empower staff, foster accountability, and build a culture of excellence and continuous improvement.
- Demonstrated success in streamlining operations, leveraging technology, and driving organizational change for better outcomes.
- Passion for mentoring, talent development and retention, and investing in the growth of individuals and teams.
- A data-driven problem solver, solution finder and decision maker who is adaptable in the face of new information and changed circumstances.
- Strong commitment to public service, continuous learning, and innovation.

KEY PERFORMANCE EXPECTATIONS AND PRIORITIES

- Engage with key internal and external partners and stakeholders to begin building trust with an expectation of genuine collaboration.
- Assess the City's position with respect to established financial policies, procedures and practices with eye toward setting goals for near-term and longer term improvement.
- Become familiar with active economic development initiatives and current and planned future capital improvement projects.
- Evaluate the City's financial systems, business processes and use of technology as a first step in determining priorities for improvements, user training and targeted technology investments.
- Engage with staff to begin fostering a culture of accountability, transparency, and ethical conduct throughout the organization.
- Initiate a recruitment process for the vacant position of Finance Director.
- Champion staff development, mentoring, and succession planning across finance and administration functions.

COMPENSATION AND BENEFITS

Compensation for the Deputy City Manager – Finance and Administration is dependent upon qualifications and experience within an initial starting range of \$175,000 - \$195,000 annually. The successful candidate will be eligible for the City's benefits package including affordable group health insurance coverage, participation in the Virginia Retirement System, an optional 457(b) retirement plan, flexible spending accounts, and generous paid time off.

Visit the City's website to learn more: [Employee Benefits Summary | Petersburg, VA - Official Website](#)



APPLICATION PROCESS

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For Additional Information, please visit: www.petersburgva.gov

The City of Petersburg is an Equal Opportunity Employer