



CITY OF COLONIAL HEIGHTS, VIRGINIA

Assistant City Manager

Salary Range: DOQ

**** Open Until Filled. First review of applications to occur no later than July 31, 2024. ****

The City of Colonial Heights is seeking an Assistant City Manager to provide high-level support with the administration of the City. This position, under general direction of the City Manager, assists the City Manager in the administration of the City including a variety of assignments related to administrative operations, city-wide initiatives, and economic development. The Assistant City Manager works collaboratively with Department Directors and other senior leadership within the organization to support the City Manager. The position supervises assigned functions and/or departments and coordinates assigned activities with other City departments and outside agencies; and serves as Acting City Manager, as designated, in the absence of the City Manager.

Examples of Duties: Assists with a variety of assignments related to administrative operations such as strategic planning, special projects, city-wide initiatives, capital improvement planning, and budget development. Supervises, coordinates, and directs the overall activities of assigned functions and/or departments. Assists in developing, planning and implementing administrative policies, goals and objectives; coordinates and participates in the planning and administration of major projects and programs. Works collaboratively with the City Manager and Senior Management in the analyses of current and future initiatives for municipal growth and development. Manages, coordinates and oversees economic development activities, operations and staff; develops and administers a comprehensive economic development strategy for the City. Performs complex professional and administrative work initiating, coordinating and promoting the economic development activities of the City, including tourism, corporate and small business outreach, marketing and redevelopment efforts. Manages the economic development and tourism marketing efforts of the City to include developing and implementing promotional and marketing programs and materials; markets the City to new business ventures; promotes resources available for business development. Monitors and evaluates the effectiveness of various economic development plans and programs. Serves as a liaison and advisor to real estate and financial representatives, developers, City staff, and the business community regarding economic development issues, programs, and plans. Researches, prepares and furnishes information and materials to business firms and companies seeking to locate in the City. Initiates, coordinates, prepares and implements marketing plans for development of available city-owned property. Develops relationships between the city and the business community, regional business organizations, the media and general public. Responds to inquiries, questions, and complaints regarding city services and works with citizens, staff and the City Manager to identify and facilitate appropriate resolutions. Supervises, directs and evaluates assigned staff. Meets and corresponds with community stakeholders, professional organizations, business groups, governmental and public agencies, and other entities to resolve complex issues and problems, and to respond to questions and inquiries. Plans and prepares reports and recommendations for the City Manager and City Council. Prepares reports, presentations, and materials for various boards, governing bodies, community interests and business entities. Participates on a variety of boards, committees and commissions as assigned. Attends City Council meetings and takes necessary action regarding City Council agenda items as assigned. Serves as Acting City Manager when assigned. Any other duties assigned by the City Manager.

Education & Experience: A Bachelor's Degree in Public Administration or a related field (Master's Degrees in Public Administration or a related field desired) and 6 or more years directly related professional and supervisory experience; or any equivalent combination of education, experience and training which provides the required knowledge, skills, and abilities. Comprehensive knowledge of the principles, practices, and techniques of modern public administration as applied to municipal government. Comprehensive knowledge and ability to apply Federal, State, and Local rules, regulations, policies, ordinances or codes that are applicable to the positions duties and responsibilities. Knowledge of the principles and practices of municipal planning, budget preparation and administration. Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the city. Must have strong leadership, managerial, communication (oral and written), and presentation skills; must have a clear and open communication style. Ability to build and maintain strong working relationships with city and government officials, the City's management team, employees, consultants, outside agencies, the general public and local businesses.

A City of Colonial Heights employment application must be submitted online. Visit the City's web site at www.colonialheightsva.gov to view full job announcement and apply online. The City of Colonial Heights is an Equal Opportunity Employer.

The City offers an excellent benefits package including: health insurance with dental and vision coverage (Anthem, Delta Dental, & Blue Vision), retirement (VRS & Mission Square), life insurance, supplemental retirement (Roth IRA & 457 Def. Comp.), voluntary benefits (FSA & Colonial Life products), EAP, and paid leave and holidays.