



# CITY MANAGER

## CITY OF ROANOKE, VA

*The Star City*





**The City of Roanoke** is seeking an experienced professional to serve as City Manager, the chief administrative officer, responsible for implementing Roanoke City Council's vision and directing programs and operations of the City government.

This recruitment profile provides background information on the community, its government operations, and its aspirations. It also outlines the qualifications, experience, and characteristics determined to be necessary and desirable for successful performance as City Manager.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to Berkley Group via email at [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net). While the position is open until filled, the **formal review of applicants will begin September 6, 2024**. Inquiries relating to the City Manager position may be directed to:

Kimball Payne

Berkley Group

Email: [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net)

Mobile: (434) 444-3662





## COMMUNITY BACKGROUND

An eight-time All-America City designee, the City of Roanoke is a mid-size independent city with a population of approximately 100,000 located within a region with a population of approximately 350,000. The largest city west of the State Capitol of Richmond, Roanoke serves as the region's educational, medical, shopping, and cultural hub. The scenic beauty of the Roanoke Valley, nestled between the Blue Ridge mountains and the Virginia Alleghany Highlands, makes the City a pleasant as well as economically diverse place to live, work, and recreate. Roanoke's many distinct neighborhoods, each with its own unique character, foster a strong sense of community and exhibit the friendliness and charm of a small town.

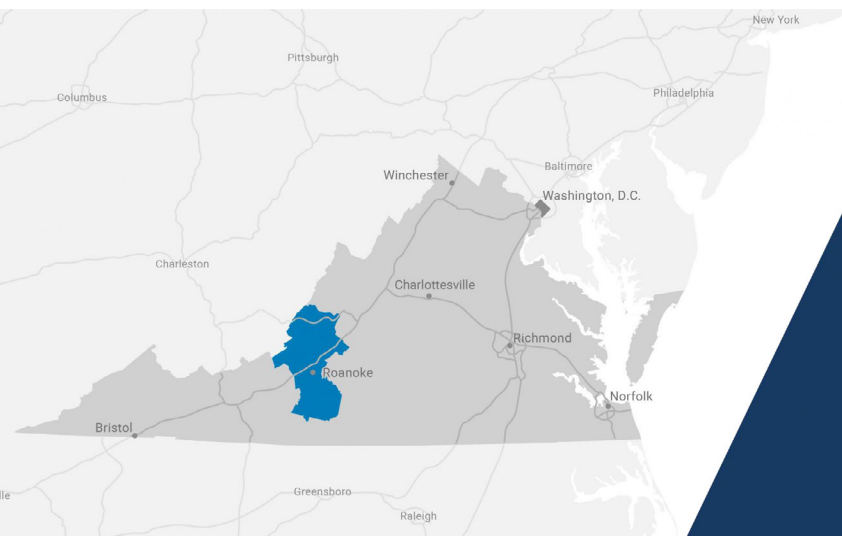




## LOCATION & TRANSPORTATION

The City of Roanoke lies at the crossroads of major rail and highway systems, making it the principal trade, industrial, transportation, medical, and cultural center of southwestern Virginia. The City lies midway between New York and Atlanta on Interstate 81 and is approximately 170 miles west of the state capital of Richmond and 235 miles southwest of Washington, D.C.

Roanoke is strategically accessible to both the East Coast and Midwest markets with an integrated interstate highway, rail, and air transportation network. Interstate 81 is immediately north of the City and intersects Interstate 64 to the north and Interstate 77 to the south. CSX and Norfolk Southern railroads provide freight service across the nation and Amtrak offers daily Northeast Regional service from its Downtown Roanoke station. Four major airlines serve the Roanoke-Blacksburg Regional Airport with nonstop service to nine major cities. Regional public transportation service is operated by Valley Metro, also known as the Greater Roanoke Transit Company, a private, non-profit, public service organization wholly owned by the City of Roanoke.





## HISTORY

The first pioneers explored the Roanoke Valley region as early as the 17th Century. An exploration party's report in 1671 told of the "blue mountains and a snug flat valley beside the upper Roanoke River." For the next 70 years, after this initial exploration, the region remained undisturbed by settlers. As the land to the east of the mountains became developed, pioneers began moving into the western regions of Virginia. Those early settlers from eastern Virginia were joined by people from Pennsylvania seeking new lands in the rich Shenandoah Valley. The newcomers began farming in the Roanoke Valley by 1740. As tradesmen and farmers moved into the region, new counties and communities were established. Botetourt County was created in 1769. For a short period, the vast County stretched westward to the Mississippi River. Roanoke County was separated from Botetourt County in 1838.

Towns formed within what is now the City of Roanoke in the first decades of the 19th Century. Antwerp was subdivided in 1801, followed by Gainesborough in 1825 (the present Gainsboro neighborhood), and Old Lick in 1834. The Gainesborough settlement remained the most populous community until 1874 when the Town of Big Lick was chartered. Named for a series of salt marshes, or "licks" as they were called, that ran through the area and brought gatherings of buffalo, elk, and deer, this tiny village of less than 500 people became the Town of Roanoke in 1882. The new Town was located along the old Atlantic, Mississippi, and Ohio Railroad later to become Norfolk and Western. The completion of the Shenandoah Valley Railroad from Hagerstown, Maryland, to its junction with the newly formed Norfolk and Western Railway in 1882, marked the start of Roanoke's rapid growth. In 1884 the Virginia General Assembly granted a charter to the City of Roanoke to operate as an independent city, legally separate from the surrounding Roanoke County.

Built upon success of the growth in the rail industry, Roanoke grew very rapidly in the late 19th and early 20th centuries. After a period of economic challenges Roanoke is experiencing a renaissance built upon the strengths of bio-medical research and wellness, technology, and advanced manufacturing. Recent economic growth, a vibrant Downtown, unparalleled outdoor amenities, and numerous arts and cultural offerings have led Roanoke to national recognition.





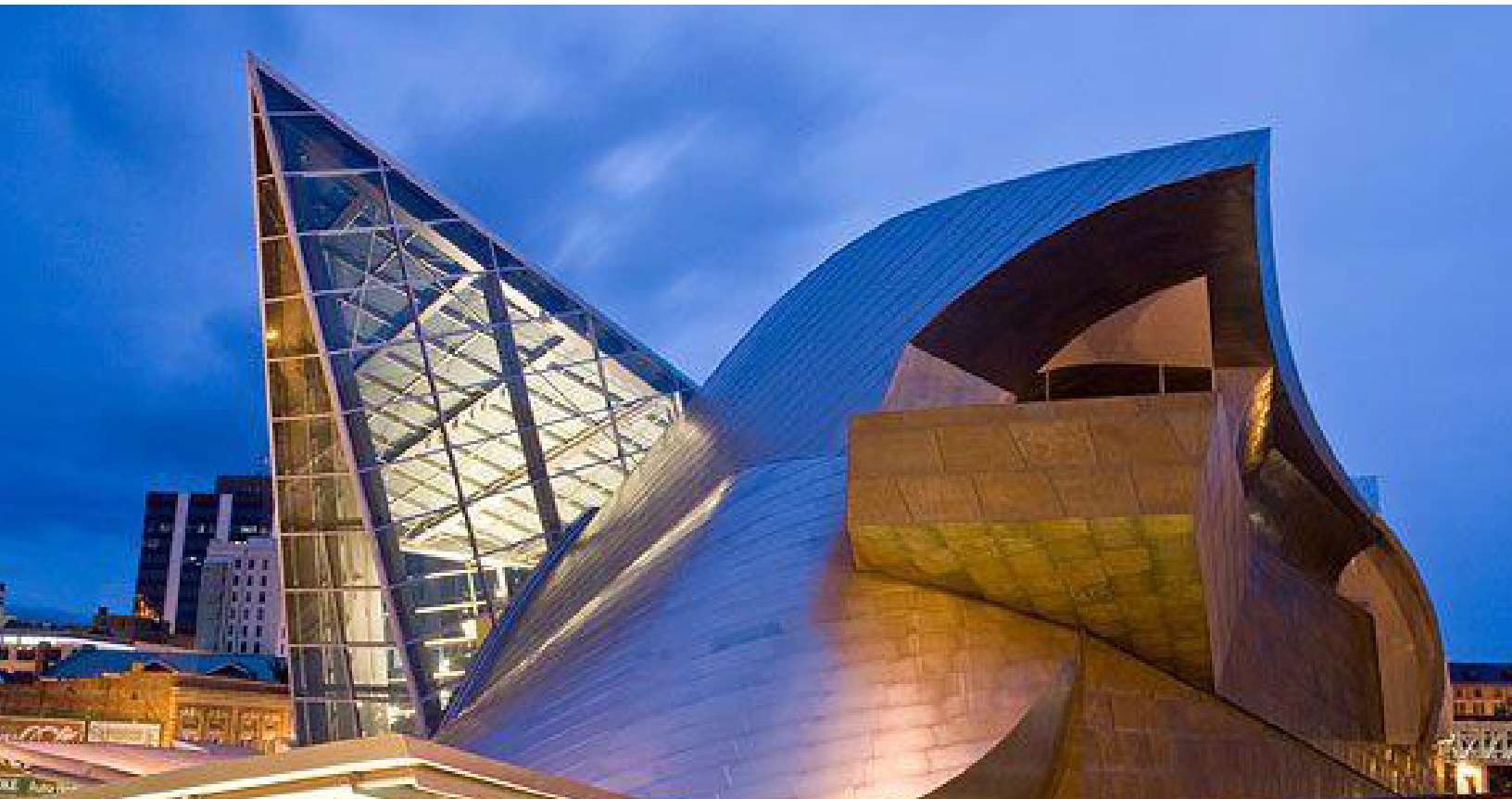
## ECONOMY & ECONOMIC DEVELOPMENT

The City of Roanoke boasts a diverse, balanced, and creative economy consisting of services, healthcare, wholesale and retail trade, construction, manufacturing, transportation, bioscience, research and development, technology, and warehousing. Other sectors include financial services, insurance, real estate, public administration, utilities management, and industries related to the arts, recreation, and small-scale agriculture.

The City's Department of Economic Development continues to focus on traditional economic development initiatives, including business attraction, retention, expansion, asset promotion and marketing, and property development. In addition, the Department is focused on growing the City's innovation and bioscience assets as well as community development efforts centered on equity, inclusion, and entrepreneurship. The *Roanoke Opportunities in Action: Economic Development Strategic Plan* was adopted in December 2022 incorporating detailed goals and objectives which as implemented, will drive the important mission of growing the City's economy with a new, energized emphasis on business growth and marketing, business retention and expansion, entrepreneurship and innovation, economic opportunity for all residents, and community vibrancy.

Regional local governments partner in the Western Virginia Regional Industrial Facilities Authority, created to enhance the economic base for the member localities by developing, owning, and operating one or more facilities on a cooperative, revenue-sharing basis. The Authority acquired 111 acres, at the junction of Interstates 81 and 581, for development of the Wood Haven Technology Park, which includes a 54-acre pad-ready, certified site. The Economic Development Offices (EDOs) of the region, as well as the Roanoke Regional Partnership and the Virginia Economic Development Partnership (VEDA), continue to market the area to meet the demands of site selectors, commercial realtors, and corporate leaders.

The Roanoke Valley Broadband Authority (RVBA) fosters regional cooperation and exists to make the Roanoke Valley a better place to live and do business. The RVBA owns and operates a middle-mile broadband network to improve local internet service for businesses, community institutions, and residents.





## QUALITY OF LIFE

The City of Roanoke is branded by its unique combination of urban amenities surrounded by abundant natural beauty and outdoor and recreational activities. Roanoke is proud of its attractive and eclectic neighborhoods, welcoming environment, and emphasis on livability and quality of life. The first certified “Welcoming City,” in the Commonwealth, Roanoke is a multi-cultural and multi-lingual City with over 105 nationalities represented.

Roanoke offers many cultural amenities typically associated with larger cities, including a vibrant arts scene, a symphony and opera, several higher education institutions, and a vibrant entrepreneurial community boasting a nice balance of small and large businesses. Attractions include the Virginia Transportation Museum, the Science Museum of Western Virginia, the Roanoke Pinball Museum, Mill Mountain Zoo, the Taubman Museum of Art, the Harrison Museum of African American Culture, the History Museum of Western Virginia, and dozens of open-air farmers markets.

Downtown Roanoke is the heart of the City and the location of many of its most popular attractions. Roanoke offers a healthy mix of diverse retail, restaurant, service, and residential options in a vibrant and appealing community. The Historic City Market, in the center of Downtown, has been in operation since 1882 and hosts over 35 vendors. Elmwood Park is an award-winning green space with a 4,000-seat amphitheater, a seasonal ice skating rink, and connections to the Roanoke Valley Greenways trail system. The centerpiece of Downtown is the Hotel Roanoke and Conference Center. Built in 1882 and listed on the National Register of Historic Places, the hotel is a joint project of Hotel Roanoke LLC, the City of Roanoke, and Virginia Tech. Hotel Roanoke is a member of the Curio Collection by Hilton and features 329 guestrooms and a 63,000 square-foot, high-tech conference center.







Roanoke’s burgeoning outdoor industry thrives from assets such as the nearby Appalachian Trail, James River, Blue Ridge Parkway, and Smith Mountain Lake — Virginia’s second largest lake. The area has 600 miles of trails, 30 miles of urban greenways, 24 rivers and creeks, 300,000 acres of national forest, and the second largest municipal park in the United States for residents and tourists to enjoy. The Roanoke River Blueway, a 45-mile water trail that ends at Smith Mountain Lake, passes through the City. An in-river kayak park is being developed at the Wasena Park access. Consistently voted “Best Place to Raise an Outdoor Family” by Blue Ridge Outdoors magazine, the Roanoke Region expertly leverages its natural assets to attract residents and investment. The City is a “Bicycle Friendly Community,” and the region has achieved a Silver Ride Center designation from the International Mountain Bicycling Association (IMBA), the only such center on the East Coast.

Roanoke is known as a “Festival City,” with events nearly every weekend in spring, summer, and fall, including the Henry Street Festival of African American Heritage, Dickens of a Christmas, Peach Festival, Strawberry Festival, Local Colors, Greek Festival, and many others. The GO Outside Festival (GO Fest) has become a fall staple with over 150 outdoor activities and events. This annual event encourages healthy and active outdoor recreation by combining the things outdoor enthusiasts love, such as camping, live music, gear, races, and demonstrations, all in a beautiful outdoor setting.





## HEALTH CARE

Roanoke is the medical and research center of Southwest Virginia, serving over a million people. Anchored by Carilion Clinic, one of the largest health care companies in Virginia, the Virginia Tech Carilion School of Medicine, Fralin Biomedical Research Institute at VTC, and Radford University Carilion, the life science sector is one of Roanoke's strongest clusters. The area offers state-of-the-art cardiac and cancer diagnosis and care, as well as a Level I Trauma Center and more, giving residents access to leading-edge medical care. Included in the health care system of the Roanoke Valley are three major hospitals, a Veterans Administration medical facility, and numerous satellite and treatment centers. Carilion Clinic recently announced plans for a new cancer center, made possible by a \$25 million donation from the Taubman family. The abundance and affordability of health care in the Roanoke Valley contributes to the low cost of living in the region.



## ACCOLADES

- An eight-time All-America City, and the first-and-only “Hall-of-Fame” City as designated by *National League of Cities*.
- Awarded as the first “Certified Welcoming” City in Virginia by *Welcoming America* for its immigrant inclusion policies and programs (2024).
- “Top Large Size Adventure Town” by *Blue Ridge Outdoors Magazine* (2016).
- One of the “South’s Best Places to Retire” by *Southern Living* (2016).
- “Top Midsized Town” by *Blue Ridge Outdoors Magazine* (2015).
- “Top Digital City” by *Center for Digital Government* (2000 – 2015).
- Named one of America’s Best Small Cities on the Rise by *Smarter Travel* (July 2014).
- *Expansion Management* named Roanoke one of the Top 50 cities for expansions and relocations.
- Named by *Inc. Magazine* as one of the 100 best places for business development.
- *Money Magazine* named Roanoke as the third most livable Southern city.
- *Cities Ranked and Rated* ranked Roanoke as the 11th best City in the United States.



## EDUCATION

Roanoke City Public Schools (RCPS) is an urban school division, serving a pre-K through 12th grade population of approximately 14,000 students. RCPS provides an inclusive and equitable, student-centered culture that empowers lifelong learning. Through meaningful, relevant, and engaging learning opportunities, students are empowered to dream, excel, and meet their full potential to benefit the City and its citizens. RCPS' vision is to provide all students with a strong educational foundation that enables them to become lifelong learners and contributing members and leaders of the global community. The division has 17 elementary schools, five middle schools, two high schools, and four program locations, including the Roanoke Valley Governor's School for Science & Technology, the Roanoke Technical Education Center, and the Charles W. Day Technical Education Center (DayTec). The school system is governed by a seven-member School Board appointed by the Roanoke City Council to staggered, three-year terms. The superintendent, who is appointed by the School Board, was recently recognized as State Superintendent of the Year. Local funding for the school system is provided by a formula designating 40% of local tax revenue to the school budget.

Higher education opportunities include Virginia Western Community College which offers a wide range of education programs and career training. Within an hour's drive Roanoke College, Hollins University, Virginia Tech, and Radford University offer bachelor and graduate degree programs. The Roanoke Higher Education Center, in the former Norfolk and Western Railroad headquarters building beside the Hotel Roanoke, offers undergraduate and graduate online and in-person courses and job training programs through its member institutions: James Madison University, Old Dominion University, Radford University, Virginia Commonwealth University, Virginia Tech, Virginia Western Community College, the Sovah School of Health Professions, Region 5 Adult Education, and Total Action for Progress.

## DEMOGRAPHICS

The City of Roanoke has a land area of approximately forty-three square miles with a population of 97,171 (2023 estimate), a decrease of just under three percent from the 2020 Census. The Roanoke Metropolitan Statistical Area (MSA), with the City as its urban core, has a population of 314,314. In addition to the City of Roanoke, the MSA includes the neighboring City of Salem, the Town of Vinton, and the Counties of Roanoke, Botetourt, Craig, and Franklin.

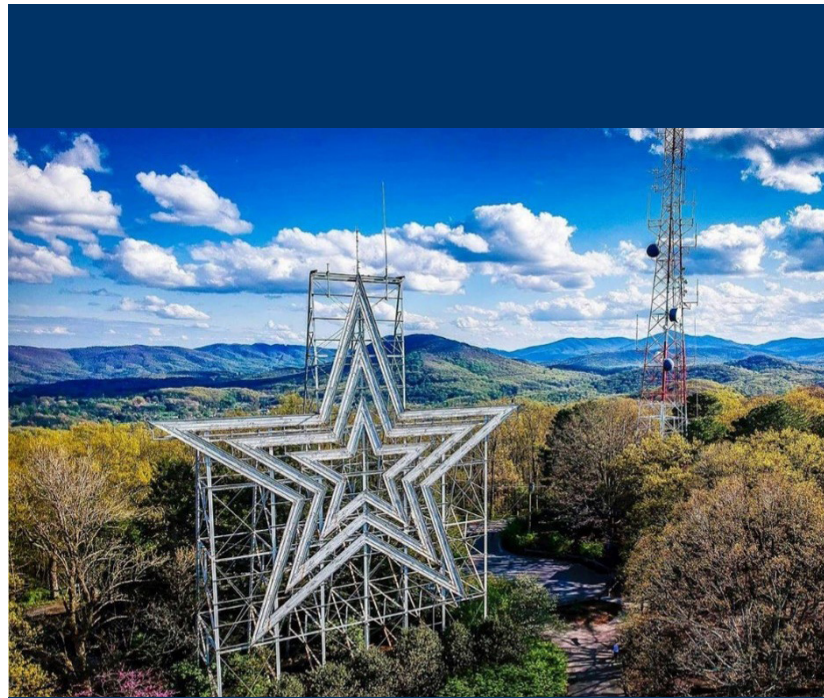
The City's residents are 59.1% white, 29.4% Black or African American, 6.4% multiracial, 3.2% Asian, and 6.9% Hispanic or Latino. The 2022 Median Household Income was \$51,523, with a median value of owner-occupied housing of \$162,000, and a poverty rate of 19.1%.

## CITY GOVERNMENT & SERVICES

The City of Roanoke provides a full range of services including general government administration, public safety, public works, recreational activities, judicial functions, health and welfare activities, environmental services, and community development activities. It also operates a civic center, a stormwater utility, and public parking facilities. Additional municipal services are provided through multi-jurisdictional efforts such as the Western Virginia Water Authority (water and wastewater), the Regional Center for Animal Control and Protection, and the Roanoke Valley Resource Authority, a regional solid waste facility. In addition, the City participates in commissions such as the Hotel Roanoke and Conference Center Commission, the Roanoke Valley Juvenile Detention Commission, and the Roanoke-Blacksburg Regional Airport Commission.

The City of Roanoke operates under a council-manager form of government. City Council has six members plus a mayor who are all elected at-large and serve staggered four-year terms. The Mayor serves as the ceremonial head of the City and presides over Council meetings. City Council is the legislative policy making body for the City government. It enacts ordinances, adopts the annual budget, appropriates funds, establishes City goals and priorities, and adopts plans for City growth and development. City Council appoints a City Manager to serve as the Chief Administrative Officer with responsibilities established by charter, State Code, local ordinances, and Council directive. The Manager is responsible for daily operations and manages the City's workforce.

Five constitutionally mandated officers, funded by state and local resources, are elected by, and serve City residents. They are not accountable to City Council but work closely with Council and the City Manager. The Roanoke Sheriff's Office is responsible for the City Jail, court security, and



Constructed in 1949 atop Mill Mountain, the Roanoke Star was originally intended to serve as a temporary and seasonal Christmas decoration.

Sponsored by the Roanoke Merchants Association, the Star is 88.5 feet tall and weighs 10,000 pounds. Today, the Star is an iconic, welcoming symbol identifying Roanoke as "The Star City."





process serving in the City of Roanoke. Constitutional officers also include the Commonwealth's Attorney, Clerk of the Circuit Court, Commissioner of the Revenue, and Treasurer. The latter two provide real and personal property assessment and tax collection and DMV services, respectively.

The City of Roanoke provides public safety through professional departments. Crime prevention and law enforcement services are provided by the Roanoke City Police Department. Nationally accredited since 1994 by the Commission on Accreditation for Law Enforcement Agencies (CALEA), the Department collaborates with other local and regional organizations to enhance community engagement and provide safety messages and practices. Roanoke Fire-EMS has been an accredited agency with the Commission on Fire Accreditation International (CFAI) since 2002. The fire protection services of the City are rated Class 1 by the Insurance Service Office (ISO). The Department also partners with other localities in a Regional Fire-EMS Training Center and has mutual aid agreements in place to ensure timely and efficient response. The City's E-911 Center is the public safety answering point and dispatches police, fire, and EMS personnel. The Emergency Management Department coordinates the preparation for, response to, and mitigation of natural and human-caused emergencies and disasters.

The City of Roanoke's Department of Parks and Recreation (PLAY Roanoke) is a full-service, nationally accredited municipal agency that maintains nearly 13,000 acres of public land and provides the Roanoke Valley with thousands of recreational opportunities each year. The Department manages 69 public properties including 51 parks, eight plazas, seven greenways, two outdoor swimming pools, eight recreation centers, and more than 100 miles of paved and natural surface trails.







Roanoke Public Libraries supports and promotes lifelong learning for all citizens. The six library locations, two outreach kiosks, and the Crystal Spring eBranch serve as access points to engage, educate, and empower the people of Roanoke through expansive community enrichment. The library system provides many free resources to citizens including books and materials, computer and internet access, online resources, technology training, resume and job hunting support, research assistance, and wireless access at all locations, as well as a range of free events for children and adults throughout the year.

The Human Services Division offers an array of programs and services through its Children's Services Act Office, Homeless Assistance Team, Juvenile Justice, and Social Services Departments. The Department of Social Services provides an array of mandated and non-mandated services including family and protective services, benefits programs, temporary financial assistance, and employment services and training.

The City Department of Public Works maintains City streets, sidewalks, and rights-of-way. Solid waste,

bulk and brush, and leaf collection are also provided by the City. The City's Downtown public parking system includes seven garages and four surface lots, and the monitoring and enforcement of on-street parking.

The City's civic center, Berglund Center, houses a 10,500 seat Coliseum, a 2,148 seat Performing Arts Theatre (BPAT), a 14,000 square-foot Exhibit Hall, and a 46,000 square-foot Special Events Center.

Over 1,800 employees (1,805 FTE) provide services to City residents. Roanoke develops its annual budget based on a Priority Based Budgeting (PBB) model that incorporates Budgeting for Equitable and Empowering Outcomes. The adopted Fiscal Year 2025 budget includes a General Fund budget of approximately \$379 million, Proprietary Funds (Stormwater Utility, Civic Facilities, Parking, and Risk Management) totaling \$51.3 million, and a Schools Fund of \$266.8 million. The FY 2025 Budget also includes \$84.7 million for capital projects. The City of Roanoke has a healthy unassigned fund balance (\$42.5 million as of June 30, 2023) and manageable debt. It has bond ratings of "AA" from Fitch Investors Services, "AA+" from Standard & Poor's, and "Aa2" from Moody's.



## THE POSITION

Roanoke City Council appoints a City Manager to act as Chief Administrative Officer. The City Manager serves at the pleasure of the Council, carries out its policies, and directs business procedures. They are responsible for the day-to-day operation of the City government and manage and supervise all departments, agencies, and offices of the City except for the City Attorney, City Clerk, and Municipal Auditor who report directly to City Council. City Council is also in the process of bringing the City Real Estate Assessor under its direct supervision.

The City Manager is responsible for developing and, upon adoption by City Council, implementing annual operating and capital budgets. They recommend policies and priorities for the Council's consideration and lead the City workforce in delivering services and responding to citizen issues or concerns. The City Manager serves as the Emergency Management Director and as a liaison between the City Council, the Constitutional Officers, the Judiciary, regional, state, and local agencies and authorities, and community organizations.

## QUALIFICATIONS, EDUCATION & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- A bachelor's degree in Public Administration, Business Management, Political Science, or a related field; a master's degree is preferred.
- At least five years of progressively responsible senior level executive management experience as a chief executive/manager, deputy executive/manager, or department head in a high performing, comparably sized or larger locality, business, or non-profit organization with a wide range of duties in operations and management; possessing a broad skill set appropriate to the breadth of City government operations.
- Comprehensive knowledge of the principles and practices of public administration, local government finance, economic development, and the broad array of municipal operations and service delivery. An understanding of the statutory authority and requirements of City government and dedication to the principles of the Council/Manager form of governance. Local government experience in Virginia would be a plus.
- Demonstrated experience in recognizing the different perspectives and needs of diverse community stakeholders, promoting inclusion, and fostering collaborative relationships.
- Experience as a leader in regional cooperation for service delivery, economic development, and other mutually beneficial collaborations.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). Designation as an ICMA Credentialed Manager is a plus.
- Residency in the City of Roanoke is required within six months of employment.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.



## ISSUES, CHALLENGES, & OPPORTUNITIES

City Council has adopted two documents that establish its goals and priorities for the community:

1. City Plan 2040 is the City's Comprehensive Plan that will guide investment and decision making in Roanoke over the next 20 years. The Plan is directed by six themes to ensure an all-inclusive planning approach that addresses environmental, social, and economic well-being: Interwoven Equity, Healthy Community, Harmony with Nature, Livable Built Environment, Responsible Regionalism, and Resilient Economy.
2. The 2024-2025 Strategic Plan, "Star City Strong," was adopted in February 2024 and established a community vision of two components:

*The City of Roanoke is a safe, caring, and economically vibrant community in which all have equitable opportunities to live, learn, work, plan, and prosper.*

*A vibrant urban center with strong neighborhoods set amongst the spectacular beauty of Virginia's Blue Ridge.*

That vision is pursued by focusing on seven areas of strategic importance: Education, Community Safety, Human Services, Infrastructure, Good Government, Livability, and Economy. Additionally, Council identified the following principles that will ground actions to address the strategic priorities – Equity, Community Engagement and Inclusion, Well-Being, Creativity, and Climate-Ready. Finally, those actions will also be guided by the City's core values of Integrity and Honesty, Diversity and Inclusion, Respect for Others, Listening and Communication, Continuous Improvement and Accountability.

Within the context of the Comprehensive Plan and the Strategic Plan City Council identified the following priorities for the next three to five years: economic growth and economic mobility, reducing homelessness and violence, infrastructure, affordable housing, and regionalism.

The new City Manager can expect to address the following issues, challenges, and opportunities within the next one to two years:

- ◆ The November election will result in a new City Council in January 2025, with the potential for four new members, including a new Mayor. An effective onboarding, orientation, and team building process will be important to building a productive consensus.
- ◆ Employee recruitment and retention, including addressing compensation issues, are ongoing challenges.
- ◆ Empowering employees to bring their best in service to the citizens and building a strong bench for succession are opportunities for the new manager to help shape the culture of the organization.
- ◆ Multiple projects such as the Riverdale redevelopment project, redevelopment of the East End locomotive shops, and Wood Haven Technology Park development will require collaboration with both the private sector and regional local government partners.
- ◆ Exploring greater regional collaboration in areas such as transit and economic development will provide a leadership opportunity for the City Manager.
- ◆ The planning for, funding, initiation, and completion of numerous projects identified in the strategic plan will be an area of focus.



## PERSONAL TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the City Council, community members, and all City employees.
- Professionally competent, with confidence tempered by humility.
- A good steward of public funds; fiscally conservative, with a focus on improving the efficiency and accountability of City operations.
- A sound, consistent decision maker, open to input from stakeholders, exhibiting good judgement, and decisive when appropriate. Able to identify potential risks without being deterred from acting.
- A visionary, open to different ways of thinking and new approaches. A creative and goal-oriented mindset.
- Flexible and adaptable while remaining consistent to high ethical standards and principles of good governance.
- Excellent communications and interpersonal skills, including the ability to listen effectively, understand differing views, and collaborate.
- Strong, positive leadership skills within the government organization, the community, and the region; visionary, proactive, and decisive; able to integrate new ideas and facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Not easily intimidated; able to diffuse tense situations and seek common ground when different perspectives create friction.
- Approachable and empathetic with a customer service mindset.
- A role model, coach, and mentor for City employees; dedicated to the professional development of staff; able to empower employees with a focus on excellent performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.



## PERFORMANCE EXPECTATIONS

- Short-term, immediate actions will be to engage with staff, the City Council, community leaders, and residents; review the City budget, structure, policies, and procedures, and get up to speed on active projects.
- Be responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- Demonstrate a commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encourage citizen engagement and inclusion.
- Conduct effective communications with all stakeholders; presenting information in a form understandable to various audiences; maintain strong, consistent, and equal communications with the City Council.
- Focus on promoting communication, cooperation, and collaboration with community stakeholders, Constitutional Officers, Roanoke City Public Schools, non-profit agencies, the private sector, Roanoke County, other local governments, and regional organizations.
- Practice fair and equitable investment in and support of City employees and departments with a priority of enhancing competency and accountability and promoting excellence through individual development and improved business processes.
- Become an active and visible presence in the City of Roanoke, building relationships with citizens, business leaders, and other City and regional stakeholders.

## COMPENSATION & BENEFITS

Compensation for the City Manager will be competitive depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the City of Roanoke Pension Plan, health insurance coverage, paid time off, deferred compensation, professional development support, and other benefits as identified in a negotiated employment agreement.

## APPLICATION PROCESS

**A formal review of applications will begin on September 6, 2024**, and those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial virtual interviews. Applications received after that date may be considered until the position is filled, however, timely submittal will ensure the most advantageous review. To be considered, **please submit a cover letter and resume**, with salary expectations and professional references, to Berkley Group, via email at [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net). Questions may be directed to:

Kimball Payne

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For additional information visit: <https://www.roanokeva.gov/>

The City of Roanoke is an Equal Opportunity Employer