



City of
HOPEWELL
VIRGINIA

ASSISTANT CITY MANAGER
CITY OF HOPEWELL
Hopewell, VA

THE CITY

The City of Hopewell has been called the “Wonder City” because of its resiliency and tendency to bounce back. Despite many past challenges, including the loss of the industry that initially built the City and a fire that all but destroyed it in 1915, in 2016 Hopewell celebrated 100 years of incorporation.

Hopewell is currently in the middle of another renaissance – reinventing itself and enjoying economic growth and prosperity. There are new businesses, new restaurants, and new and exciting projects. The Beacon Theatre has been revamped and is already featuring some amazing artists. Hopewell is also home to many events, including the Kiwanis Leprechaun Dash, the Hopewell Recreation and Parks 5k Run/Walk, the Shrimp Feast, the Rotary Roast, Lunch and Lecture series, the James River Ball, Butts on Broadway, the annual Beer Feast, Hopewell Haunts, the Summer Concert Series, the Holiday Boat Parade, Light up the Night and much more.

On the government side, the City of Hopewell is divided into seven wards, each having an elected representative on City Council. Councilors are elected in November, and their four-year terms begin on January 1. On the first Tuesday in January following an election, City Council holds a reorganization meeting where it votes and appoints a new Mayor and Vice Mayor. Each official serves a two-year term until the next Council election, when another reorganization meeting is held. At that meeting, City Council sets a meeting calendar for the entire year. Special Meetings and Work Sessions may be added when issues arise to conduct City business.

City Council appoints three direct employees of Council: City Manager, City Clerk and City Attorney. Together, the three appointees administer the operations of the City of Hopewell. In addition, City Council appoints volunteers to serve on City boards, commissions and/or authorities.

THE POSITION

The Assistant City Manager supports the City Manager in the administration of municipal functions and works as a liaison to the public for complaint resolution. The Assistant City Manager’s work includes research and evaluation relative to the daily operations of the City Manager’s Office. The Assistant City Manager’s work is performed under the administrative direction of the City Manager.

Essential Responsibilities

In line with the responsibilities of the position, the Assistant City Manager:

- Organizes and prioritizes projects and workload; makes work assignments; monitors status of work in progress and inspects completed work; consults with assigned staff to review work requirements, status of work, and problems; assists with complex or problem situations; provides direction, advice, and technical expertise.
- Stays abreast of Federal, State, and local legislation and maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new practices, trends and advances in the profession; reads professional literature; maintains professional affiliations; participates in continuing education activities; attends seminars, conferences, workshops, and training sessions as appropriate.
- Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; initiates any actions necessary to correct deviations or violations.
- Manages the City's Strategic Planning process; maintains process and tracking of all goals and initiatives; communicates and coordinates with all departments to ensure targets are being met.
- Assists with preparation of annual City Budget; analyzes budget requests; researches budget-related matters; tracks pertinent data to facilitate budget planning; monitors expenditures to remain within established budget; assists in developing revenue projections for next fiscal year; reviews budget transfers/amendments for justification, fiscal impact, and conformance with applicable policies/procedures.
- Reviews, completes, processes, forwards or retains various forms, reports, correspondence, budget documents, policies, procedures, manuals, reference materials, or other documentation as appropriate.
- Investigates performance problems and prepares operational status reports for City Manager; suggests changes in organization/management of City government and in the types of service provided to City residents as needed.
- Supervises, directs, and evaluates assigned staff; handles employee concerns and problems, directs work, counsels, disciplines, and completes employee performance appraisals; jointly recruits, appoints, and trains staff.
- Compiles or monitors various administrative and statistical data pertaining to departmental operations; performs research as needed; makes applicable calculations; analyzes data and identifies trends; prepares or generates reports; maintains records. Coordinates meetings for City Manager with departmental staff, various groups, organizations and committees.

Qualifications

The qualified applicant will have a bachelor's degree from an accredited college or university, with significant coursework in Administration, Management, or a closely related field along with at least 7 years of successful management experience in municipal/county management. A master's degree and experience working in a City/County Manager's Office are preferred.

The qualified candidate will also possess the following knowledge, skills, and abilities:

- Knowledge of service delivery management including functional and operational planning; determining citizen needs and providing responsive requests to the community.
- Knowledge of strategic leadership including initiative, calculated risk-taking, vision, creativity, and innovation; understanding of information technology and ensuring appropriate incorporation in plans to improve service delivery, information sharing, organizational communication, and citizen access.
- Knowledge of budgeting; assessing short- and long-term financial impacts, program/service cost-effectiveness, and considering alternative strategies.
- Knowledge of City laws, regulations, policies, and practices.
- Knowledge of modern business and public administration procedures.
- Supervisory/managerial skills, training, troubleshooting, analytical, and quantitative skills.
- Project-management skills, communication, consulting, organization, and time-management skills.
- Written and oral communication skills for effective expression and clarity.
- Ability to demonstrate fairness, honesty, ethical and legal awareness in personal and professional relationships, fostering integrity throughout the organization.
- Ability to respond to citizen complaints/concerns with considerable tact and courtesy and purpose defuse potentially tense situations.
- Ability to conduct investigations and to prepare accurate analyses for reporting purposes.
- Ability to resolve a broad range of administrative issues, or direct such to appropriate entities.

TO APPLY

The City of Hopewell is partnering with POLIHIRE to identify the next Assistant City Manager. If you are interested in this opportunity, please click [here](#) to submit a cover letter outlining your qualifications and your resume.