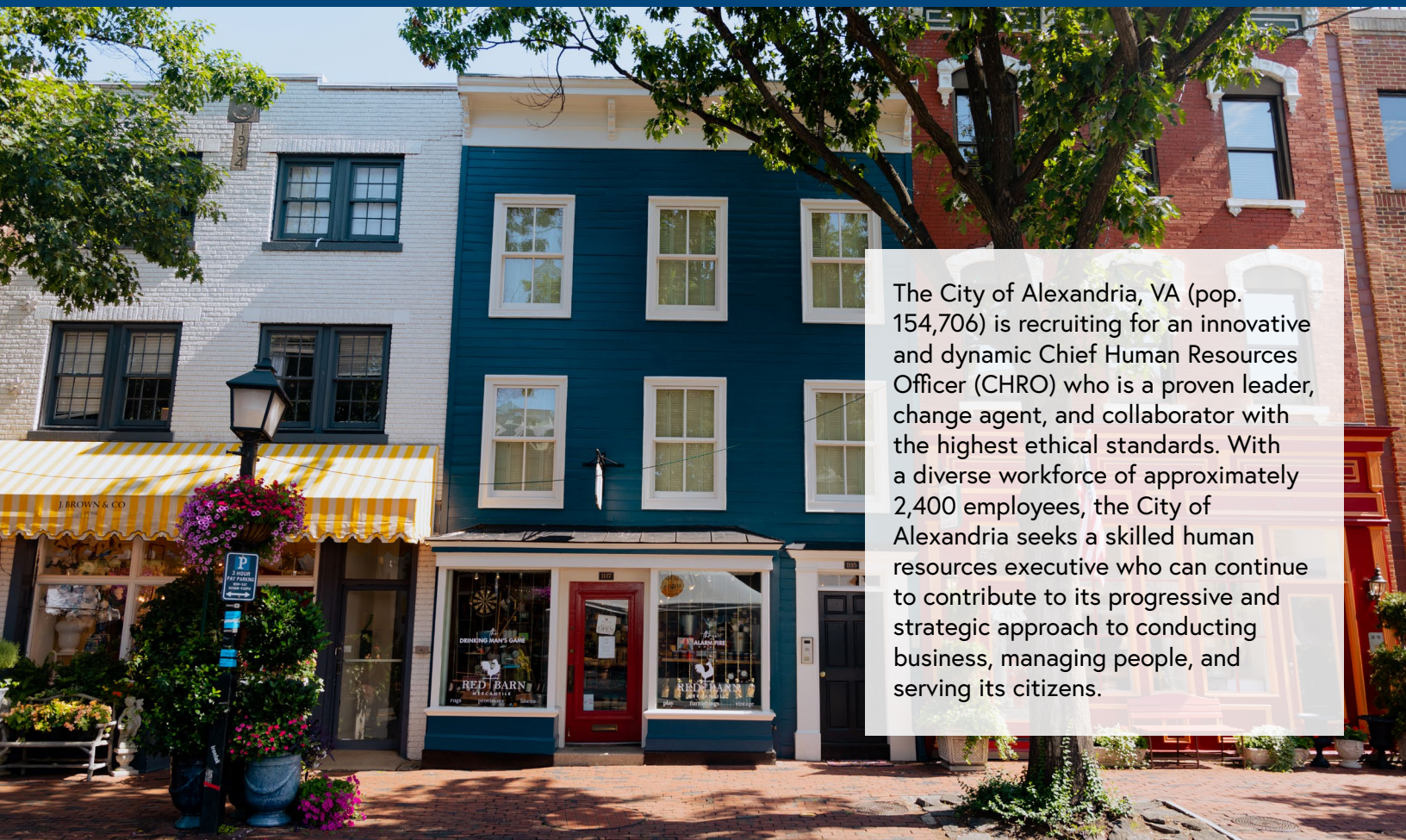




**CHIEF HUMAN
RESOURCES OFFICER
ALEXANDRIA, VA**



CHIEF HUMAN RESOURCES OFFICER CITY OF ALEXANDRIA, VA



The City of Alexandria, VA (pop. 154,706) is recruiting for an innovative and dynamic Chief Human Resources Officer (CHRO) who is a proven leader, change agent, and collaborator with the highest ethical standards. With a diverse workforce of approximately 2,400 employees, the City of Alexandria seeks a skilled human resources executive who can continue to contribute to its progressive and strategic approach to conducting business, managing people, and serving its citizens.

THE COMMUNITY

Located in northern Virginia, just across the Potomac River from the District of Columbia, Alexandria is a premier city in the region. As part of the metro area that includes the nation's capital, Alexandria is both a thriving urban city and a bastion of history, offering the perfect mix of historical landmarks, vibrant arts, waterfront dining, and diverse neighborhoods for residents to live, work and play. The City is nationally recognized for its rich colonial history and beautifully preserved 18th and 19th century architecture and was voted one of Travel + Leisure's Best Cities in the U.S. in 2023. With a cosmopolitan feel and a walkable lifestyle, Alexandria is a welcoming community for individuals and families of all backgrounds.

About one quarter of the City's 16 square miles have been designated as national or local historic districts, with vibrant buildings, monuments, museums, and public spaces telling the story of its past. Old Town Alexandria has more than two hundred independent restaurants and boutiques alongside historic museums and events at the waterfront. Historic landmarks in the City include the recently opened Freedom House, which honors the lives and experiences of the enslaved and free Black people, Christ Church; where famous Virginians worshiped; and Gadsby's Tavern, a meeting place visited by Lafayette and George Washington.

The City is racially and ethnically diverse, with approximately one-quarter of the City's residents foreign-born. Students at the City's single public high school come from eighty-eight countries and speak sixty-nine languages. The Alexandria City Public Schools serves most students living in and around the City, with the remaining households served by Fairfax County Public Schools. Its elementary and secondary schools have programs for special needs students of all types, including 27 AP programs, talented and gifted student services, English Learning programs and more. There are also twenty private schools in the city, providing education to 5,000 students. In addition, there are forty-four colleges and universities located near Alexandria, which contributes to the City having one of the highest college education attainment levels in the United States.

ALEXANDRIA'S RESIDENTS

Mean Household Income **\$110,671**
(2022)

Estimated **74,224** households

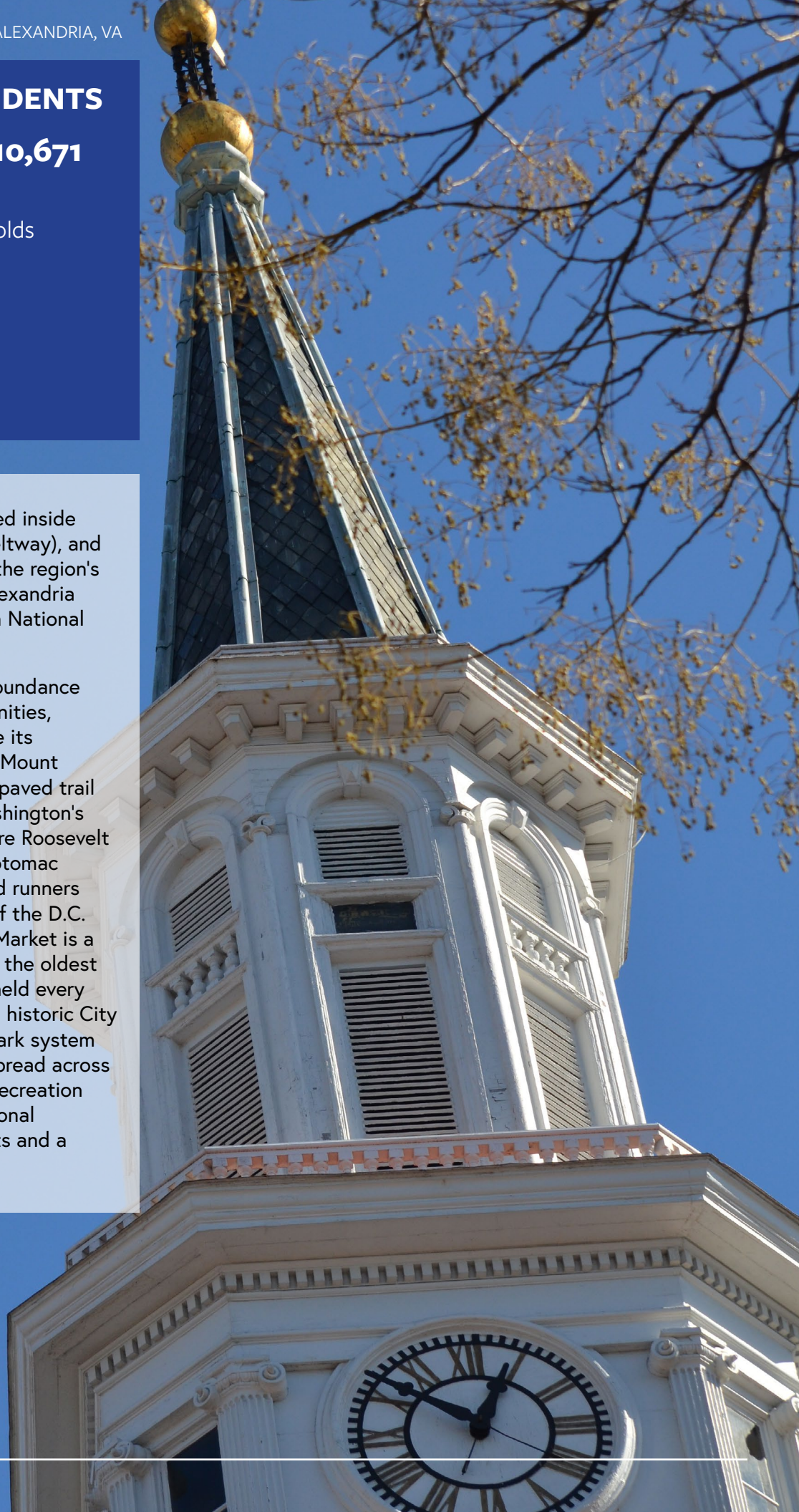
Average household size **2.11**

10,000 Veterans

Median age **37.1**

The heart of Alexandria is located inside I-495 (also called the Capital Beltway), and the City is easily accessible by the region's Metrorail service. In addition, Alexandria borders the Reagan-Washington National Airport.

The City boasts a remarkable abundance of recreational and cultural amenities, activities, and programs to serve its residents and visitors alike. The Mount Vernon Trail features an 18-mile paved trail that stretches from George Washington's Mount Vernon Estate to Theodore Roosevelt Island, winding alongside the Potomac River where cyclists, walkers and runners can enjoy uninterrupted views of the D.C. skyline. The Old Town Farmers' Market is a favorite stop in Old Town and is the oldest farmers' market in the country, held every Saturday in front of Alexandria's historic City Hall. The City also has a large park system with approximately 950 acres spread across seventy major parks and thirty recreation centers offering diverse recreational programs, youth and adult sports and a variety of cultural activities.





THE CITY GOVERNMENT ORGANIZATION

Alexandria has had a strong tradition of self-government since its founding in 1749. It is an independent city (Virginia cities have no county affiliation) and derives its governing authority from a Charter granted by the Virginia General Assembly. The City adopted the Council-Manager form of government in 1922. The City's governing body is comprised of a Mayor and six Council Members who formulate policies for the administration of the City. The City Council appoints the City Manager, who serves as the City's CEO. The City Manager has appointment and removal authority over most City personnel and is responsible for implementing the policies established by the City Council. The current City Manager, James F. Parajon, was appointed on December 1, 2021.

The City provides a comprehensive range of municipal services, including land use planning, education, health, welfare, housing, and human services programs; public safety and administration of justice; community development, recreation, library, consumer assistance, cultural and historic activities; and transportation and environmental services. The City of Alexandria's Fiscal Year (FY) 2024 approved All Funds Operating Budget is \$ 1.13 billion. The City has a total of 2,837 FTEs of which 1,536 are eligible to be represented by collective bargaining units.

THE HUMAN RESOURCES DEPARTMENT

The Human Resources Department's primary role is to provide services related to human resources management to all City employees in an efficient and customer service-focused manner. The Human Resources Department provides services to job applicants and City departments to achieve the selection, development, and retention of a workforce that can provide the highest quality services to the community.

The Human Resources Department is responsible for the following functions:

- Employee Relations
- Training and Development
- Classification and Compensation
- Employee Recruitment and Selection
- Employee Benefits and Records

The Department has twenty-eight employees divided into the following areas: Strategy and Operations; Employee Relations; Talent Acquisition; Learning & Organizational Development; Employee Benefits; and Compensation and Human Resources Information Systems. The fiscal year 2024 department operating budget is \$6.3 million.

THE POSITION

The City values employees who support the City Council's priorities of equity, environmental justice, civility, transparency, respect, and service. The CHRO is to lead the City, through the functional areas of the Human Resources Department, to achieve employee recruitment, retention, and workforce satisfaction that support and celebrate these values. The CHRO works under the general direction of a Deputy City Manager with the active participation of the City Manager in human resource policy direction and development.

The CHRO plans, directs, and administers all activities in the Human Resources Department, such as planning, directing, organizing, and implementing comprehensive City-wide human resources and complex analytical tasks in support of a centralized human resource function in the system areas of recruitment, selection, employment, employee relations, classification, compensation, equal employment opportunity, training, and benefits.

The CHRO is responsible for providing leadership in developing and executing human resources strategy that supports the strategic direction of the City government organization wide. This includes recruiting, developing, and retaining a high-quality workforce capable of delivering public services in a complex and stimulating community environment. Through thoughtful planning and accountability for work execution, the Human Resources Department must focus on the critical needs of both the organization and employees. The ideal candidate will understand and work to focus on:

Collective Bargaining – Virginia now allows collective bargaining, and the City is engaged in initial discussions with bargaining units. While collective bargaining experience will be helpful, the successful candidate will have the skills to connect and negotiate with a wide range of employees and stakeholders.

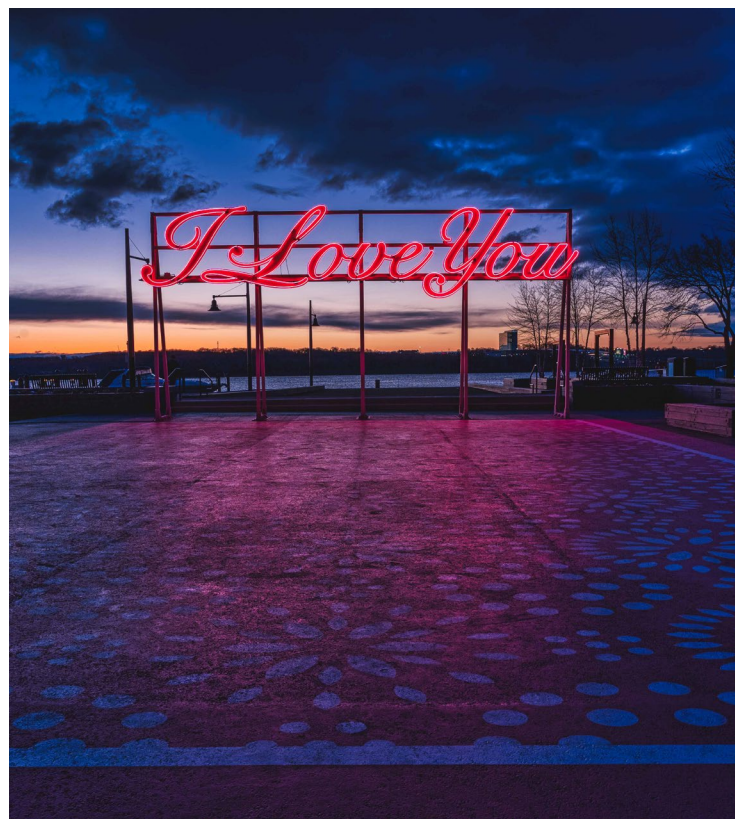
Talent – The CHRO will focus on strategies designed to attract and retain talent. The City values employees who value an organization that shares the City Council's priorities of equity, environmental justice, civility, transparency, respect, and service. The successful CHRO for the City will be able to lead by this example.

Support Internal customers – The successful CHRO for the City will work to understand, lead and respect internal operating departments and be comfortable strengthening central policies and support while finding flexible solutions for emerging personnel issues with departments. The role is part departmental consultant, part strategy shaper, and part employee champion. The role balances the need to protect the City from risk while ensuring the City's workforce reflects organizational values.

Systems Evaluation – the successful CHRO will be comfortable and adept at assessing organizational structures and ensuring alignment of resources and talent to best provide a strong human resources support system for operational departments.

Mentorship and Team Development– The successful CHRO will have a demonstrated record of developing and mentoring a strong human resources team with a history of providing professional growth and development for the team, ensuring a culture of collaboration and problem solving within the department.

Equity and Inclusion – The CHRO will support and actively promote the City's goals of racial equity, diversity and inclusion and ensure these goals are part of the Human Resources culture and best practices.

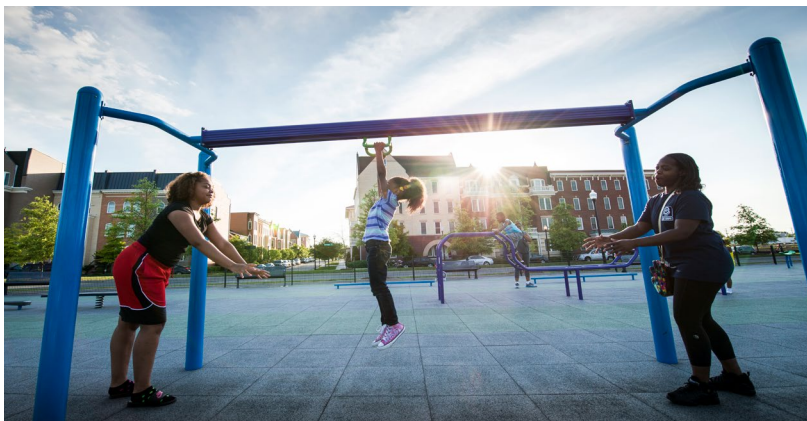


THE IDEAL CANDIDATE

Exciting challenges and opportunities to collaborate with a dedicated staff and exemplary leadership team doing meaningful work await the next Chief Human Resources Officer for the City of Alexandria. The following education, experience, management style and personal traits have been identified as the ones the successful candidate should possess.



- A bachelor's degree with major coursework in public administration, human resources, business administration, employee relations, industrial psychology, or a related field. Experience can be considered in lieu of specific coursework requirements. A master's degree will be considered if needed to show knowledge of public administration. Certification(s) from professional human resources organizations are preferred but not required.
- A minimum of five years of substantial management experience in various areas of personnel or human capital, project management, and teambuilding is preferred. Experience in a full-service city or county is desirable, as is working with an elected board or commission.
- Demonstrated superior leadership and teambuilding experience, capable of planning and directing the services of the Department and coordinating efforts with other divisions and City departments within a sophisticated, fast-paced environment. An action-oriented leader who demonstrates professional curiosity and innovation.
- A professional of the highest integrity and someone genuinely committed to respecting employees, being responsive to organizational needs, and being open and honest in all internal and external relationships. The desired candidate will be known for using proactive, forward-thinking, and creative methods in planning workforce development and must be capable of managing a team responsible for highly complex issues.
- The ideal candidate must have the ability to build relationships, be flexible, and work in a team-oriented matrix organization.
- Exceptional oral/public speaking and written communication skills are needed as the CHRO will be called upon to make presentations clearly and credibly before employee groups, citizen groups, committees, councils, media, and management staff at all levels.
- An individual who knows when to take an entrepreneurial approach to problem-solving is preferred. A hands-on approach and willingness to lead by example are required.
- The successful candidate will ensure inclusiveness and tactfulness when presenting their opinions. This position requires a person with curiosity and enthusiasm, capable of operating with independence and initiative while remaining aligned with the policy direction of the City Manager. The ideal candidate must exhibit a great deal of political savvy and sensitivity.



The City of Alexandria will give serious consideration to all qualified candidates with considerable supervisory experience, a solid understanding of technology, and a proven record of success.

COMPENSATION AND BENEFITS

The expected hiring range for the Chief Human Resources Officer position is \$190,000 - \$200,000 depending upon the qualifications and experience of the selected candidate. The full salary range is \$127,634.86- \$228,571.70. A highly competitive benefits package includes annual leave plus an additional 80 hours of senior executive leave, holidays, and sick leave; a retirement plan; health insurance, dental plan, life insurance, and long-term disability insurance; optional deferred compensation; credit union membership; sick leave bank; and an employee assistance program. Relocation assistance may also be considered for the successful candidate.

HOW TO APPLY

Apply online www.GovHRjobs.com with professional resume, cover letter and contact information for five professional references. Interested candidates should apply at once. Position will remain open until filled and applications will be continuously reviewed. Questions should be directed to Charlene Stevens, Executive Vice President, GovHR USA at 224-0326-1290 or Mary Jacobs, Executive Vice President, GovHR USA at 847-380-3240 ext. 177. The City of Alexandria is an Equal Opportunity Employer/Drug-Free Workplace.

