



High Point

North Carolina



Invites your interest in the position of

Deputy City Manager



Advance your Career as a Deputy City Manager

The City of High Point, NC is seeking an adaptive leader with excellent strategic thinking and community engagement background to be their next **Deputy City Manager (DCM)**. With the ability to lead competent staff and work effectively within the Council-Manager form of government, the successful **Deputy City Manager** will have a track record of community engagement and experience with a high volume of development/redevelopment, infrastructure, utility, and sustainability initiatives.

About the Community:

Along with Greensboro and Winston-Salem, High Point anchors the Piedmont Triad region with a population of more than 1.7 million. High Point is unique – the City is the only municipality in North Carolina whose city limits encompass parts of four counties. Most of the City is located within the southwest quadrant of Guilford County; approximately two percent of the City's area extending into neighboring Randolph, Davidson, and Forsyth counties. The City covers over 57.4 square miles.

High Point is a great place to live and to do business. The City has impressively diversified its industrial base over the years. In addition to furniture and home furnishings, major industry clusters today include aerospace; logistics, transportation, and distribution; innovative manufacturing; life sciences, pharmaceutical, and nutritional; healthcare; commercial photography; and specialized business services (banking, credit, financial services, etc.).

Home of the semi-annual High Point Market, the largest wholesale finished goods home furnishings market in the world, High Point has a tremendous impact on the economy of the entire Piedmont Triad. An average of 150,000 retail home furnishings buyers, manufacturers sales representatives, interior designers, and news media attend each market held in April and October of each year. All 50 states and more than 110 foreign countries are represented at these markets. For the regional economy, the annual economic impact is more than \$6.7 billion and over 42,427 jobs are supported.* High Point University and Guilford Technical and Community College join nearly a dozen other colleges and universities in the Triad area, creating a highly educated regional workforce. These institutions are critical partners to the City.

Tree-lined neighborhoods with beautiful parks and lakes serve as the backdrop for a safe and vibrant community of more than 116,065. High Point, NC has abundant outdoor activities, a vibrant arts scene, an active faith community, and excellent shopping and fine dining. The natural beauty of four distinct seasons, with an average high of 79 and an average low of 42, is a natural draw for young families and retirees alike. Its central location within North Carolina offers easy access to the amenities of the state from the coast to the mountains.

Additional information about the community is available at <https://liveinhighpoint.com/>.

*Source: UNC-Chapel Hill and Duke University's Global Value Chains Center

About the Organization:

The City of High Point operates under a Council/Manager form of government with more than 1,400 FTE employees working across 25 departments. In addition to traditional municipal departments, High Point is a member of ElectriCities and also has a fixed route transit system, a City library, museum, and theater. Holding a AAA bond rating and multiple GFOA budget awards the annual operating budget is more than \$416.3 million across all funds. The City property tax rate is \$.6475 per \$100 of assessed evaluation. The core values of Integrity, Creativity, Helpfulness, Responsibility, Partnership, and Balance are the basis for actions and decisions. They are the compass for accomplishing the City mission, vision, and objectives. The City supports community engagement and offers multiple ways for the community to become involved and stay informed with 12 Advisory Boards and Commissions.

About the Position:

Reporting to the City Manager, the **Deputy City Manager** and two Assistant City Managers participate in orchestrating strategic City priorities by engaging with a wide variety of staff, elected officials, citizens, citizen groups, and the business community. The experience and credentialing of the successful candidate are equally focused on both project management and leadership skills with a large and diverse portfolio of infrastructure, operating and administration departments. Candidates must have experience that illustrates a track record of integrity and innovation, regardless of their portfolio.

The successful candidate will join a group of highly competent staff many of which, have enjoyed long term careers with the City of High Point. This will create some challenges with retirements, but also a unique opportunity to leverage the existing talent, as well as the opportunity to leverage and recruit new talent to serve the community well into the future.

The successful candidate is an energetic, proactive collaborator and coordinator of people and tasks with excellent interpersonal, project management, and operational skills. A key responsibility will be leading the many capital projects through various stages while ensuring collaboration across departments and stakeholders to achieve positive outcomes aligned with strategic priorities. Successful candidates will also have a track record of working effectively within the Council-Manager form of government, leading talented and committed staff within their portfolio areas, working with leadership and the community to manage the challenges of rapid growth effectively and consistent with City's values, and, working with a diverse and participatory community, regional partners, and the Council to carry out strategic priorities.





Key Priorities for the next Deputy City Manager include:

- skillful application of ethics, transparency, and equitable community investment lenses from project conception through decision-making and implementation;
- proactively communicating and engaging with a diversity of stakeholders including citizens, staff, non-portfolio department directors, Council members, and regional partners, in a manner that promotes the values of transparency, accountability, and understanding;
- partnering with others on continued Downtown development initiatives;
- preparing infrastructure and operational departments for strategic and robust recruitment, retention, and succession planning to ensure continuity in the departments; and,
- leading projects related to infrastructure and the Capital Investment Program;

The next Deputy City Manager must be an expert in effectively listening to stakeholders, balance competing interests and finding effective solutions to challenges. Staff development, building a culture of collaborative innovation, and consensus-building are key leadership principles. The City is looking for a strategic thinker who is not merely consultative but truly a collaborative implementor to ensure the application of systematic and strategic project management principles that identify metrics, create action plans, and achieve delivery of project outcomes on time and on budget.

Minimum Qualifications:

The successful candidate will have a minimum of 10 years of increasingly responsible professional experience in government or business management with at least five years of administrative and supervisory responsibility (assistant/deputy manager or manager preferred) in complex, interdepartmental operations in a community of comparable size. A minimum of a bachelor's degree is required while a master's degree or higher is strongly preferred with coursework in public or business administration, or a related field. Supplemental education, training, certification, or accreditation is preferred.



The Successful Candidate:

- cuts through the jargon of complex topics to make essential information about City projects accessible to all stakeholders;
- is knowledgeable of principles and practices of public administration to include planning; administration and supervision; and preparing and implementing proposals which affect the operations of City government;
- effectively cultivates an outstanding workforce through development and management of staff talent including experience in leadership development and succession planning;
- has an excellent track record in establishing and maintaining working relationships with diverse internal and external stakeholders such as City staff, City Council Members and other public officials, business and community leaders, and the general public through demonstrated personal community engagement;
- is skilled in leading cross-functional and cross-departmental teams using a collaborative, team-based style to resolve complex problems and capitalize on opportunities with creative solutions;
- commits to the highest level of customer service and community collaboration by routinely seeking stakeholder input to effectively achieve City goals;
- thinks strategically and is experienced in articulating visions, cultivating buy-in, and implementing a Board's strategic priorities;
- possesses executive level skills in interpersonal and written communications, strategic planning, finance and budget development, execution of business plans, and intergovernmental relations;
- values and thrives on accountability through varied means including metrics and performance measures while holding high expectations of self and others and being a highly effective leader; and,
- proactively monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures against metrics.



Salary and Benefits: The hiring range is \$130,158 to \$180,000. The City offers an outstanding benefits program. Information about the City's benefits can be found by clicking [here](https://www.highpointnc.gov/930/Benefits) (or by copying and pasting: <https://www.highpointnc.gov/930/Benefits>). There is a residency requirement within a negotiated timeframe after appointment.

To apply, go to

<https://agency.governmentjobs.com/developmentalassociates/default.cfm> and click on the **Deputy City Manager – High Point** link. To learn more about the selection process, visit Client Openings (or copy and paste into your browser: <https://developmentalassociates.com/client-openings/>).

All applications must be fully completed and submitted online via the Developmental Associates application portal – NOT the City portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters can be uploaded with the application. Applicants should apply by October 10th 2021. Finalists will participate in virtual interviews and skill assessments on November 4-5, 2021. Interviews with the City Manager and leadership team will follow at a subsequent time.

All *inquiries* should be emailed to hiring@developmentalassociates.com. The City of High Point is an Equal Opportunity Employer.



Developmental Associates, LLC is managing the recruitment and selection process for this position.



Employee Offered Benefits

Cigna Health Coverage

Cigna Basic Dental Coverage

Cigna Premium Dental Coverage

Wellness Programs

Mark III Optional Benefits

ORBIT-NC Retirement System

State Retirement System

Local Government Federal Credit
Union (LGFCU)

Flexible Spending Account

Colonial Insurance Company

Community Eye Care (Vision)

Liberty Mutual Insurance

Unum Insurance

myCigna.com

State 401(k) and NC 457 Plans

Savings Bonds

Personal and professional learning
opportunities through Learning
Management System

