CITY OF WILLIAMSBURG

Deputy City Manager



RAFTELIS







The Position

Dedicated to transparent governance and exceptional service, the City of Williamsburg seeks an adaptable, diplomatic problem solver as its next Deputy City Manager. Serving as a trusted advisor and operational counterpart to the City Manager, the Deputy City Manager will join a collaborative leadership team committed to organizational stability and exceptional service delivery. This position offers an experienced municipal professional the opportunity to guide daily operations, align resources with City Council priorities, and help shape the long-term future of a vibrant, world-renowned community. This position is open as the Deputy City Manager was selected as the City Manager. The City Manager is committed to supporting the next Deputy City Manager, ensuring they gain the experience and opportunities needed to be a strong candidate for future advancement.

Williamsburg features a lean municipal team of approximately 248 full-time equivalent positions known for direct engagement and high customer care. Executive leadership operates under a working-manager model, where senior leaders provide strategic direction and also roll up their sleeves, author key analyses, manage projects directly, and work alongside staff across departments. With high community visibility and engagement, the leadership team thrives by maintaining accessible, responsive relationships with residents, regional partners, and local businesses.

The Deputy City Manager will help lead a diverse portfolio centered on economic development, budget and capital projects, and intergovernmental relations. Key responsibilities include supporting Economic Development efforts, liaising with the Economic Development Authority, downtown partners, and arts initiatives. The role will oversee department directors; the portfolio assignment will be determined in coordination with the successful candidate and the City Manager. The Deputy will support key citywide capital projects, which may include the African American Heritage Trail, renovation of the Municipal Building, Public Works Yard upgrades, and construction of the new downtown library. Additionally, the Deputy City Manager will co-lead the biennial Goals, Initiatives, and Outcomes (GIO) strategic planning effort, help drive the advancement of key strategic initiatives, and support the City Manager with budget formulation, capital financing, and grant coordination. The position will also assist in the next Comprehensive Plan update.

Beyond internal municipal operations, the Deputy City Manager will serve as a key regional collaborator. The position actively cultivates strong partnerships with William & Mary, a renowned public research university, and the Colonial Williamsburg Foundation. They will also coordinate legislative efforts before the Virginia General Assembly, which are critical in a Dillon Rule state, and at the federal level. The Deputy City Manager may represent the City on regional authorities, including public transit, housing, and correctional facilities.

Priorities

- Meet with the City Manager to build a foundation of trust and understand key issues. Develop a system for regular and open communication to ensure the alignment of priorities and initiatives.
- Build relationships with all members of the Executive Team. Learn the City's day-to-day operations by meeting with staff at their worksites and observing how current programs and services function.
- Lead the revitalization and strategic direction of economic development, serving as a key administrative liaison to the Economic Development Authority, downtown merchant partners, and arts and cultural groups. Co-lead the biennial Goals, Initiatives, and Outcomes strategic planning effort, gathering public input across the community to turn civic priorities into actionable work plans.
- Support the City Manager with budget, CIP development, and grant coordination to balance service delivery with organizational and financial capacity.
- Cultivate institutional partnerships with William & Mary and Colonial Williamsburg and represent the City on regional boards and before the Virginia General Assembly.

The Successful Candidate

The next Deputy City Manager is an approachable, highly competent leader who is collaborative and fosters trust and teamwork across all levels of the organization. The ideal candidate understands the operational complexities of full-service local government and brings the steady judgment needed to navigate sensitive issues with diplomacy, patience, and integrity. With strong emotional intelligence and communication skills, the successful candidate remains calm under public scrutiny, listens actively, and addresses difficult topics with objectivity and fairness.

The ideal Deputy City Manager is a working manager who pairs high personal initiative with a hands-on approach to ensuring smooth operations. Rather than managing from a distance, this leader rolls up their sleeves, takes direct ownership of complex assignments, and supports staff across departments. The successful candidate respects the experience of veteran department directors, seeks input before making decisions, and possesses the professional courage to offer candid, constructive guidance when addressing organizational and community challenges.

Serving as a trusted partner and sounding board, the next Deputy City Manager works closely with the City Manager to evaluate operational capacity, anticipate organizational hurdles, and align staff efforts with City Council priorities. The ideal candidate is a strategic thinker who balances immediate administrative demands with long-term goals. Without personal ego, this leader unites colleagues around shared objectives and helps build a productive, supportive executive team.

The successful candidate brings a genuine passion for public service and is committed to learning the organization and investing in the community. The ideal candidate values the opportunity to mentor staff, strengthen administrative systems, and grow professionally within the City, serving as a reliable organizational leader with the potential for long-term executive succession.



Qualifications

Minimum requirements include any combination of education and experience equivalent to a bachelor's degree in public administration, business administration, finance, planning, economics or a closely related field, and eight years of progressively responsible public sector management and administrative experience in local government. At least five years of supervisory and senior leadership experience is also required.

Preferred qualifications include a master's degree, in public administration, or a related field, and experience as an assistant or deputy manager, department head, or other key executive in an organization of comparable size or complexity with high customer service expectations. A strong background in economic development, municipal finance and/or budgeting, capital project delivery, community engagement, and institutional partnerships is desirable. Experience in town-gown relations, tourism, and work in a Dillon Rule state or commonwealth is also preferred but not required.



Inside the City Manager's Office

The City of Williamsburg operates under the Council-Manager form of government. The City Council serves as the legislative body and consists of five members elected at large to serve four-year staggered terms. Every two years, City Council selects the Mayor from among its members to serve as chair and the official head of City government. The City Council establishes municipal laws, adopts local policies, approves the annual operating and capital budgets, and appoints the City Manager to oversee daily operations, implement Council vision, and serve as the chief executive and advisor to the Council.

Williamsburg employs approximately 248 full-time equivalent positions dedicated to providing high-touch municipal services across all functional areas. For Fiscal Year 2027, the City's total adopted budget across all funds is $116.5 million, supporting comprehensive municipal operations, dedicated public safety and human services, and major Capital Improvement Plan projects. The City maintains disciplined financial stewardship, pairing healthy fiscal reserves with a long-standing commitment to sound capital investment and infrastructure modernization.

Review the City of Williamsburg's Organizational Chart here.





The Community

Nestled in the heart of the Virginia Peninsula where historic charm meets natural beauty, the City of Williamsburg is a welcoming, vibrant, and tight-knit community. Set amid scenic waterways and verdant landscapes, Williamsburg blends the easy pace of a historic college town with convenient connections to the broader Hampton Roads and Richmond regions.

Laid out in 1699 as Virginia's colonial capital, Williamsburg has long served as a center of civic leadership and enduring ideas. Today, the city's timeless architectural heritage thrives side by side with the intellectual energy of William & Mary and the restored grandeur of Colonial Williamsburg. Brick walkways, shaded greens, and historic avenues seamlessly connect to modern dining, arts festivals, and local shops.

Community life centers on recreation, wellness, and scenic outdoor amenities. Residents enjoy extensive neighborhood park systems, miles of wooded multi-use trails, and the peaceful waters of Waller Mill Park reservoir. With a dedicated school division shared with James City County and an engaged, forward-looking citizenry, Williamsburg offers a community where history and the future comfortably coexist.



Compensation and Benefits

The expected hiring range is $175,000 - 215,000, depending on qualifications, with an excellent benefits package. Learn more about our options and employee-based benefits here.

How to Apply

Applications will be accepted electronically by Raftelis at raftelis.com. Applicants complete a brief online form and are prompted to provide a cover letter and resume. The position will be open until filled with a first review of applications beginning **December 14, 2026**.

Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Niayla Hairston at nhairston@raftelis.com.

Trusted advisors transforming communities

19 Garfield Place, Suite 500, Cincinnati, OH 45202 / 513.221.0500

RAFTELIS