



CITY OF ALEXANDRIA
HUMAN RESOURCES DEPARTMENT
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Chief Labor Relations Officer (Assistant City Manager)
City Manager's Office

JOB NUMBER: 2022-00045

SALARY: \$92,307.80 - \$167,264.98 Annually

OPENING DATE: 08/03/21

CLOSING DATE: Continuous

THE POSITION:



Chief Labor Relations Officer (Assistant City Manager)

The Overview

The Chief Labor Relations Officer (CLRO), under direction from the City Manager, performs the complete work of planning, organizing, and directing and leading negotiations of a comprehensive collective bargaining program for the applicable workforce under the City's recently enacted collective bargaining ordinance which was adopted by city council in April of 2022. Under authority of new state enabling legislation up to five bargaining units are authorized (police, fire, EMS, labor and trades, professionals, and administrative and technical). The CLRO advises the City Manager and all managers within the City on collective bargaining matters. In this role, the CLRO will be responsible for building, maintaining, and promoting positive relationships with the various unions' representatives and City management.

The Opportunity

- Serves as the City's Chief Negotiator in matters relating to collective bargaining.
- Coordinates the City's collective bargaining program, including negotiations with employee organizations, contract administration and training for both employees covered under the collective bargaining and the supervisory staff throughout the City.
- Formulates and recommends management strategies for City labor negotiations to assure a sound salary and a benefit program to recruit and retain competent employees.
- Coordinates collective bargaining issues with the City Manager, Department of Human Resources, Office of Management and Budget, City department heads, City Attorney's Office, and the City Council as appropriate.
- Develops collaborative working relationship with bargaining unit representatives
- Represents the City of Alexandria in meetings with employees and employee organization representatives regarding salaries, fringe benefits, working conditions and work hours.
- Directs preparation of Collective Bargaining Agreements in accordance with State law and City of Alexandria Ordinance for approval by City Council and provides the official

management interpretation of such agreements.

- Reviews legislation impacting collective bargaining and formulates appropriate recommendations.
- Provides comprehensive and effective training programs for managers and supervisors on collective bargaining agreements, labor contract administration, and grievance resolution.
- Facilitates resolution of disputes, grievances, and other difficulties involving collective bargaining agreements.
- Assures coordination with human resources programs, including retirement and employee benefits, and compliance with City Charter, City Code, Administrative Regulations related to personnel matters, diversity recruitment and retention objectives, and Federal, State, and local regulations on collective bargaining or related matters such as FSLA.
- Directs the preparation and analysis of reports and studies relating to collective bargaining issues and recommends/implements policy or practice improvements. Provides appropriate cost analyses of various labor and management proposals.

Ideal Candidate

To qualify for this role, all candidates must possess a bachelor's degree in public administration, political science, business administration or a closely related field. Seven (7) years of progressively responsible administrative and leadership experience in municipal government or public administration. Experience in developing collective bargaining agreements as a representative is required.

To be considered an ideal candidate, you must also possess at least seven (7) years of experience in labor/employee relations and resolving legal matters, preferably in the public sector, which must have substantial experience as the primary negotiator in management-union contracts.

About the City Manager's Office

The [City Manager's Office](#) coordinates the preparation of policies and programs for City Council consideration and manages the daily operations of City government including overseeing the preparation of the annual operating and capital budgets, appointing heads of departments and employees of the City, and carries out administrative functions. The City Manager, who reports to city council, is the Chief Executive Officer for the City. If you are interested in learning more about the Alexandria City government [click here](#), or for a broader view of the City of Alexandria [click here](#).

Notes

- This is a continuous recruitment, with a preferred filing date, but open until filled.
- As an appointee of the City Manager, this position serves at will.

MINIMUM & ADDITIONAL REQUIREMENTS:

PREFERRED QUALIFICATIONS:

NOTES:

Chief Labor Relations Officer (Assistant City Manager) Supplemental Questionnaire

- * 1. Do you possess a bachelor's degree in public administration, political science, business administration or a closely related field, and seven (7) years of progressively responsible administrative and leadership experience in municipal government or public administration?

Yes No

- * 2. Do you possess experience in developing collective bargaining agreements as a representative?

Yes No

* Required Question