

# Shenandoah County

VIRGINIA

**Recruitment**

*for*

**Director of  
Community Development**



600 North Main Street, Suite 102

Woodstock, Virginia 22664

[www.shenandoahcountyva.us](http://www.shenandoahcountyva.us)

## Our Community

Situated in the scenic northern Shenandoah Valley of Virginia, Shenandoah County is 34 miles long, an average of 16 miles wide, and contains a land area of 512 square miles. Shenandoah County, formed May 15, 1772, is home to six incorporated towns —Edinburg, Mount Jackson, New Market, Strasburg, Toms Brook, and Woodstock — as well as over 100 unincorporated communities. Shenandoah County is served by the parallel routes of the Old Valley Pike (U.S. Route 11) and Interstate I-81, which run its length, and the I-81 intersection with I-66, which runs east to Wash-

ington, D.C. is just a short distance north of the County line.

With over 26% of the County cov-

ered in National Forest, including over 178 miles of trails and 30 miles of streams feeding the Shenandoah River, Shenandoah County has an abundance of diverse outdoor recreational amenities and attractions. Shenandoah County is also steeped rich in history with many community museums, battlefields, and historic sites located throughout the County. Shenandoah County also has an expansive array of restaurants, wineries, breweries, and cideries as well as farms, markets, shops, and country stores.

Shenandoah County is largely rural, with the predominant land uses being farm and woodland. It has been the goal of the County's comprehensive planning to guide and direct future growth in and around the towns and other areas served by public water and sewer utilities to preserve the County's open space and rural ambiance.

Shenandoah County has a 2020 population of approximately 43,600 residents,



the median age is 44.7, and the per capita personal income is \$46,680.

## Our Organization

Shenandoah County operates under the traditional Board-Administrator form of government. The County has six magisterial districts with each district represented by an elected Board of Supervisor member. The six-member Board appoints the County Administrator.

The Director of Community Development works under the general supervision of the County Administrator.

The Director of Community Development oversees a team of 12 full-time employees responsible for current and long-range planning, land conservation, zoning, erosion control and stormwater management, and building code enforcement.

The Department of Community Development is currently working to develop its fourth Comprehensive Plan: *Shenandoah 2045—A Future Together*, which will help guide future land use policies. This collaborative effort is being coordinated by Planning staff with input from many committees and community partners.







## Our Ideal Candidate

The Director of Community Development is an integral member of the County's leadership team reporting to County Administration. The ideal candidate will be a highly motivated, innovative, and experienced professional who can manage a wide variety of complex projects and activities. The ideal candidate will have the ability to provide exceptional leadership and vision to the department staff while effectively interacting with citizens, County Administration, County department directors, and elected and appointed officials. This position will be critical in helping to maintain the County's outstanding quality of life while interpreting and assessing the County's preservation and growth needs as identified in our Comprehensive Plan. Additionally, the ideal candidate will work collaboratively with the Department of Tourism & Economic Development to assist in implementing the County's economic development vision and relevant strategies outlined in the 2019 Strategic Economic Development Plan (SEDP).

The Director of Community Development will work closely and coordinate with a multitude of established public boards, commissions, committees, and regulatory agencies on all aspects of planning, zoning, and building code enforcement. These groups include the Planning Commission, Agricultural & Forestral Districts



Advisory Committee, Board of Zoning Appeals, Board of Building Code Appeals, Citizens Advisory Committee (CAC) to the Comprehensive Plan, Conservation Easement Authority, Northern Shenandoah Valley Regional Commission, Water Resources Advisory Committee, and other committees as assigned. This position also organizes and leads monthly Technical Review Team (TRT) meetings comprised of relevant County staff as well as staff from the County's incorporated towns and other regulatory agencies (e.g., Virginia Department of Transportation and Virginia Department of Health) for various proposed development projects occurring in the County. The ideal candidate will be customer-focused and will develop a good rapport with citizens, community partners, staff, the development community, and elected and appointed leaders.

The ideal candidate should have demonstrated leadership capabilities and will be expected to mentor, coach, and develop department employees. The successful candidate should believe in and foster a culture in the department that embraces continuous improvement, innovation, and exceptional customer service. The ideal candidate will maintain the highest level of integrity in carrying out the duties of the department.

The successful candidate will have an understanding of the facets of community development, including how land use impacts infrastructure and its role in successful economic development. The ideal candidate will have experience in and will be responsible for presenting data concisely as well as confidently making oral presentations to senior management, boards and commissions, elected officials, economic development agencies, business and civic leaders, citizens, and other groups, as needed. The successful candidate will ensure that deadlines are met and that customers are provided clear and accurate information and direction by department staff.

## The Position

### Job Purpose

The position of Director of Community Development performs difficult professional and administrative work in managing, planning, coordinating, and directing the operations and activities of the County's Department of Community Development, including the divisions and functional areas of planning, zoning, building inspections, erosion and sediment control, and stormwater management.

### Education and Experience

Any combination of education and experience equivalent to a bachelor's degree in urban or regional planning, public administration, business administration, landscape architecture, geography or related field from an accredited college or university and considerable experience in local government planning, community development, or zoning, to include supervision of local planning operations and/or zoning administration. Master's degree in related field preferred. Certification by the American Planning and Association Institute of Certified Planners (AICP) desired.

### Knowledge, Skills, and Abilities

Comprehensive knowledge of the advanced principles and practices of community planning and development; thorough knowledge of current development practices and principles and practices of local government organization; comprehensive knowledge and use of management principles and practices; general knowledge of landscape architecture and traffic engineering; general knowledge of the principles and practices of civil engineering as they relate to planning and subdivision design and control; thorough knowledge of geographic information systems; competent in computer operations and relevant software programs; ability to interpret and analyze



technical and statistical information; ability to present ideas effectively both orally and in writing and prepare a variety of clear and comprehensive reports and presentations; ability to establish and maintain effective professional working relationships with employees, officials, other agencies, and the general public.

### Essential Function and Tasks

- \* Directs and manages the work of the divisions and functional areas of planning, building inspections, zoning, erosion and sediment control, and stormwater management
- \* Plans, coordinates, and evaluates the work of the department personnel
- \* Prepares research, analysis, plans, ordinances, and reports for community development activities
- \* Guides the comprehensive planning process
- \* Reviews site plans and development plans for conformity to design criteria and compliance with Code
- \* Provides staff assistance to the Planning Commission and Board of Supervisors
  - \* Develops, administers, and monitors the department budget
  - \* Coordinates planning, stormwater, and community development activities and programs with local, state, and federal agencies







## The Position—Continued

### Essential Function and Tasks—Continued

- \* Represents the department and addresses relevant matters with citizenry, community groups, advisory groups, Board-appointed commissions, task forces, and committees

*(See position description for complete listing of essential functions and tasks)*

## Compensation & Benefits

Shenandoah County offers an excellent benefits package, including medical, vision, and dental insurance with employer contribution, participation in the Virginia Retirement System, employer-paid group life insurance, vacation and sick leave, paid holidays, and continuing professional development and educational opportunities.

The Director of Community Development position is at-will, full-time with some evening commitments. The position is an FLSA-exempt position on Grade 29 of the County's Pay Plan. The annual pay range for this position is \$70,033 to \$103,964 commensurate with qualifications and experience and internal equity. *Anticipated hiring range of \$81,216 to \$94,186.*



## Application Process & Timeline

The complete position description and application are available online at [www.shenandoahcountyva.us](http://www.shenandoahcountyva.us) or at the Shenandoah County Government Center located at 600 North Main Street, Suite 102, Woodstock, Virginia 22664. Qualified applicants should submit a complete application, cover letter, and resume to:

Mandy R. Belyea, Deputy County Administrator  
600 North Main Street, Suite 102  
Woodstock, Virginia 22664  
540-459-6224  
[mbelyea@shenandoahcountyva.us](mailto:mbelyea@shenandoahcountyva.us)

Inquiries regarding the position may also be directed to Ms. Belyea.

**Applications will be accepted until 2:00 pm prevailing time on Friday, March 5, 2021.**

The County anticipates conducting interviews in mid-March with an anticipated effective date of hire of mid-April. The successful candidate must pass a pre-employment, post-offer drug screening and background check.



*Shenandoah County is an Equal Opportunity Employer*