



A PART OF  
 RAFTELIS

## Albemarle County

### DEPUTY DIRECTOR OF COMMUNITY DEVELOPMENT FOR OPERATIONS

#### Ad Text

#### The Position

Albemarle County is seeking a Deputy Director of Community Development for Operations to support a dedicated staff leading, planning, and organizing the divisions within the Community Development Department (CDD). The operations divisions of Building, Engineering, Geographical Data Services, Planning, and Zoning all fall under the purview of the Deputy Director within the Community Development Department. Serving as the Chief Operating Officer of the Department, the Deputy Director of Community Development for Operations focuses on performance, productivity, regulatory compliance, customer service, and process improvement for the CDD.

The Deputy Director of Community Development for Operations collaborates with and advises the County Executive's Office, the Board of Supervisors, the Planning Commission, the Director of Community Development, and the Organizational Leadership Team members. Working with Department's Leadership Team and the Director of Community Development, the Deputy Director of Community Development for Operations will establish work priorities and the assignments necessary to carry out those priorities and provide supervisory functions relative to operational activities and personnel. Other tasks essential to success are implementing a yearly work program supporting the CDD objectives and County's strategic plan, preparing annual budgets, advising public and private community groups on future projects, streamlining development processes, and overseeing the Department's succession planning.

The Deputy Director reports to the Director of Community Development and serves as the Chief Operating Officer, running the day-to-day operations of the Department. The Deputy Director has five direct reports: Zoning Administrator/Director of Zoning; Director of Planning; County Engineer; GIS Manager; and Building Official.

The position is vacant due to a long-serving deputy director who is retiring.

#### Qualifications

**Minimum requirements** include any combination of education and experience equivalent to a bachelor's degree in architecture, engineering, urban planning, or other property development field and seven years of professional experience focusing on community development in either the public or private sector, or both. Five years of leadership/management of staff is also required.

**Preferred qualifications** include a master's degree, experience working in a growing and urbanizing community, community outreach and consensus-building skills, and experience improving land use tools and systems to better serve customers and stakeholders. Demonstrated collaborative leadership, team-building and staff development, and experience collaborating across departments is also preferred. Knowledge of applying high-performance organizational principles in a local government setting is desirable but not required. Experience in administering related federal, state, and local codes within the Commonwealth of Virginia is also desired.

This position will require possession of a valid driver's license issued by the Commonwealth of Virginia after employment.

## Compensation and Benefits

The expected hiring range is up to \$112,000, although there is room for future growth in this position. The selected candidate's salary will be commensurate with experience and qualifications.

Albemarle County offers excellent benefits, including vacation and sick leave, health insurance options (health, vision, and dental), and Virginia Retirement System (VRS) benefits. This is a full-time FLSA Exempt position. County-paid life insurance and deferred compensation are available. Residency within the County is not required, and relocation assistance may be offered.

## How to Apply

Applications will be accepted electronically by The Novak Consulting Group, now part of Raftelis, at <https://bit.ly/3n19Xzc>. Applicants complete a brief online form and are prompted to provide a cover letter and resume. Open until filled with the first review of applications on **October 8, 2021**.