

## Loudoun County

### **DIRECTOR OF BUILDING AND DEVELOPMENT**

#### Ad Text

#### **The Position**

Loudoun County (County) is actively searching for its next Director of Building and Development, who will play a pivotal role in providing strategic guidance to the Building and Development Department. Reporting to the Assistant County Administrator, this position holds the responsibility of overseeing and directing the staff, operations, and services of the Building and Development Department. The previous Director of Building and Development is retiring after 23 years with the County, the last four as Director.

The role encompasses several key responsibilities such as establishing goals, objectives, and performance metrics for the Department, managing the budget, coordinating projects, formulating policies, supervising staff, promoting staff, professional development, and ensuring adherence to applicable laws, regulations, and policies.

This position has four direct reports that include the Deputy Director, Special Projects Manager, Administrative Division Manager, and an Executive Assistant.

The Department and the County are promoters of technology, excellent customer service delivery, and agile to adapt to community trends and demands. The Department continues to deliver a high volume of workload. The numbers below are from FY 2023.

In FY 2023, the Building and Development Department:

- Issued 4,777 residential building permits
- Expedited 80 projects
- Conducted 13,100 erosion and sediment control inspections
- Issued 58,900 building, trade, and zoning permits

Source: FY 24 budget

#### **Qualifications**

**Minimum requirements** include any combination of education and experience equivalent to a master's degree in business administration, public administration, or related area such as engineering, planning, or natural resources management; six (6) years of directly related progressively responsible work experience including two (2) years in a supervisory or management role.

**Preferred qualifications** include experience as a department or division head. A Certified Public Manager (CPM) or some type of senior management certification or chief building official certification is also preferred. Additional preferred qualifications include prior management experience in a complex and diverse organization and experience in building code development and building code. Demonstrated experience in delivering exceptional customer service, commitment to equity and inclusion, and supporting and training leaders at all levels is also preferred.

## Compensation and Benefits

The expected hiring range is \$190,000 - \$220,000 depending on qualifications, with an excellent benefits package. Relocation assistance in one lump sum of \$10,000 will be provided if moving from outside a 40-mile radius of the County. Our comprehensive benefits package includes Multiple Group Health Plan Options, Dental, Vision, and Disability; Leave benefits including Annual Leave and Sick Leave accruals PLUS; Annual Leave equivalent to ten (10) days will be advanced as of the date of hire; Personal Leave equivalent to ten (10) days will be granted as of the date of hire; Virginia Retirement System (VRS); Deferred Compensation Plan; Group life insurance; Flexible Spending Accounts (FSA); and Wellness, education, and other benefits.

## How to Apply

Applications will be accepted electronically by Raftelis at [jobs.crelate.com](https://jobs.crelate.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 **September 5, 2023**.