ALBEMARLE COUNTY

Building Official

RAFTELIS

The Position

Albemarle County is seeking a Building Official to lead the Building Inspections Division within the Community Development Department. This position serves as the County's designated code official and is responsible for administering and enforcing the Virginia Uniform Statewide Building Code, the Virginia Statewide Fire Prevention Code, and related local requirements across a high volume of residential, commercial, and increasingly complex development activity.

The Building Official oversees permitting, plan review, inspections, certificates of occupancy, code interpretations, and related compliance actions, while providing day-to-day leadership, supervision, mentoring, and performance management for division staff. The role also works closely with applicants, contractors, design professionals, front-line permit staff, partner departments, and County leadership to support safe, compliant, efficient, and well-documented development while delivering a high standard of public service.

This leader will step into a division navigating high workload, staffing transitions, and ongoing process and technology improvements. Success will require strong technical credibility and a visible, approachable leadership style. The ideal candidate will build trust, clarify roles and expectations, strengthen accountability without micromanaging, mentor staff, and drive practical operational improvements in a fast-paced, growing community.

Priorities

- Stabilize and develop a high-performing Building Division team by rebuilding staffing capacity, fostering a collaborative and accountable culture, clarifying expectations, mentoring staff, and promoting cross-training and knowledge sharing.
- Improve building permit review, inspection, and certificate of occupancy processes by reducing delays, improving consistency, establishing service expectations, and strengthening accountability and day-to-day operational performance.
- Modernize development review coordination by improving communication, comment quality, project coordination, and collaboration across Community Development functions to enhance the customer experience.
- Advance permitting technology and customer self-service capabilities through process modernization, improved public-facing tools and information, electronic records management, and technology enhancements that support both customers and staff.
- Lead strategic improvements to permitting, inspection, and development review services by implementing operational efficiencies, supporting modernization initiatives, enhancing organizational effectiveness, and balancing customer service with the County's life-safety responsibilities.

The Successful Candidate

The ideal Building Official for the County is someone who combines strong technical command of building codes, plan review, inspections, construction practices, and code administration with the leadership skills to stabilize and develop a high-performing team. The successful candidate will bring sound judgment, hands-on understanding of how buildings are designed and built, and the ability to make consistent, defensible decisions in a complex public-service environment.

The next Building Official will be a visible, engaged leader who communicates clearly and respectfully with staff, customers, contractors, design professionals, and County leadership. They will know how to mentor and train technical staff, establish accountability without micromanaging, resolve conflict constructively, and explain decisions and reasoning in a polished, customer-focused manner. Experience with multifamily or other complex construction, process improvement, technology integration, and cross-divisional coordination is essential. This is an opportunity for a strong leader to help, strengthen culture, refine processes, and shape the next chapter of the division.

Qualifications

Minimum qualifications include a bachelor's degree in construction management, engineering, architecture, building sciences, public administration, or a related field, or an equivalent combination of education, training, and experience. Candidates should bring at least seven years of progressively responsible experience in building code administration, inspections, plan review, construction management, architecture, engineering, or a closely related field, including at least three years of supervisory, management, or lead-worker experience.

Candidates should demonstrate the ability to interpret and apply complex codes and regulations, lead and develop technical staff, improve operating procedures, and work effectively with multiple stakeholders. Experience in plan review, field inspections, construction, multifamily or other complex structures, customer service, and permitting or inspection technology will be valuable. Certification as a Virginia Certified Building Official, or the ability to obtain certification within one year of appointment, is required. A valid driver's license is required, and the selected candidate must be able to travel throughout the County and conduct site visits as needed.

Inside The Community Development Department

Building Inspections is part of Albemarle County's Community Development Department, which supports land use, permitting, code administration, development review, and stewardship of the built and natural environment. The Building Official works within a broader department that includes Building, Engineering, Geographic Data Services, Planning, and Zoning, and partners closely with colleagues across those functions, as well as Application Services and other customer-facing staff, to support coordinated service delivery.

The Building Inspections Division administers the Virginia Uniform Statewide Building Code through permitting, plan review, inspections, certificate of occupancy issuance, and related compliance activities. The division also supports customer access through the County's Civic Access Portal and related systems used for permit activity, status tracking, fee payments, document management, and inspection requests. The division operates in a high-volume environment, receiving an average of 87 permit requests each week. In FY26, the division issued 3,897 permits and completed 45,061 building inspections, reflecting the scale, pace, and visibility of its work across the County. Success in this environment depends on clear communication, dependable leadership availability, strong technical support, and effective use of permitting, inspection, and document-management systems to keep work moving and customers informed.

This operating environment calls for a leader who can strengthen coordination across Community Development, improve review consistency and response quality, support staff development and succession planning, improve the day-to-day use of permitting technology, and implement practical operational improvements that enhance efficiency, accountability, and customer experience while maintaining life-safety standards.

The Community

Albemarle County is one of the most desirable locations in Virginia and the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historical, and recreational amenities in a beautiful setting. The Albemarle community is energized by entrepreneurship and invention fueled by the University of Virginia, one of the country's most renowned research institutions. Their focus on innovation, ideas, and opportunity makes Albemarle an ideal place to live, work, and play. The County enjoys a strong economy, a healthy business presence, a school system among the top 10% in the state, thriving local arts, music and culture scenes, and parks and greenways that celebrate the County's pastoral setting. The County's wide variety of educational opportunities includes several public schools that have earned the VIP Governor's Award for Educational Excellence, and higher education facilities such as the University of Virginia and Piedmont Virginia Community College. Albemarle embraces its vibrant local arts and agritourism scene, hosting the Virginia Film Festival, the Virginia Festival of the Book, and the Crozet Arts and Crafts Festival each year, as well as showcasing its artisan breweries, wineries, and craft studios through the Monticello Artisan Trail. Shenandoah National Park and the Blue Ridge Parkway touch the western borders of the County, and Albemarle itself possesses over 4000 acres within its parks system.

The County

Albemarle County offers a compelling opportunity for community development leaders who want to make an impact in a high-profile, fast-growing locality while enjoying an exceptional quality of life. Spanning 726 square miles in the heart of Central Virginia, the County combines rural landscapes, established suburban neighborhoods, and urban development areas, creating a dynamic and varied environment for planning, development, and code leadership. Located about 110 miles southwest of Washington, D.C., and 70 miles west of Richmond, Albemarle County offers both regional accessibility and the character of a distinctive, highly desirable community.

As the sixth-largest county by land area in Virginia, Albemarle County includes a broad mix of agricultural, residential, commercial, and industrial areas. This diversity creates a professionally rewarding setting for development services leaders who want exposure to a wide range of projects, policy questions, and growth management challenges. The County provides a full range of local government services, including administration, judicial services, public safety, public works, health and human services, education, parks and recreation, culture, and community development, offering strong opportunities for cross-department collaboration and meaningful public service.

For candidates considering relocation, Albemarle County stands out for its remarkable lifestyle and natural beauty. The area offers abundant opportunities for hiking, paddling, bicycling, horseback riding, and exploring scenic vineyards, breweries, and distilleries. Combined with its nationally recognized food scene and exceptional setting, Albemarle County offers the chance to build a meaningful career in local government while living in one of Virginia's most attractive and vibrant communities.

Albemarle County Core Values:

Albemarle County holds its employees to the highest standards in fulfilling the County's Vision and Mission. We believe in excellence in public service through:

- Community: We expect diversity, equity and inclusion to be integrated into how we live our mission.
- Integrity: We value our customers and co-workers by always providing honest and fair treatment.
- Innovation: We embrace creativity and positive change.
- Stewardship: We honor our role as stewards of the public trust by managing our natural, human, and financial resources respectfully and responsibly.
- Learning: We encourage and support lifelong learning and personal and professional growth.

Compensation and Benefits

The expected hiring range is $117,839 to $130,243. The selected candidate's salary will be commensurate with experience and qualifications.

Albemarle County offers a compelling benefits package that includes a holistic employee health clinic, multiple health insurance options (health, vision, and dental), and Virginia Retirement System (VRS) benefits, paid vacation and sick leave, tuition reimbursement and more. Residency within the County is not required, but all County staff must maintain residence within the Commonwealth of Virginia. This position is eligible for a hybrid remote work schedule consistent with County policy and operational needs, and relocation assistance may be offered.

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. Applications will be reviewed on a rolling basis, so candidates are encouraged to apply early to ensure their materials are presented to the County at the earliest opportunity.

Questions

Please direct questions to Anne Lewis at alewis@raftelis.com or Niayla Hairston at nhairston@raftelis.com.