



## *Loudoun County* VIRGINIA WHERE TRADITION MEETS INNOVATION

### Director, General Services — Apply by: October 15, 2014

Salary Range: Up to \$150,000 based on qualifications

Welcome to Loudoun County! If you are a seasoned, achievement-oriented, public sector public works/facilities professional who is seeking a progressive and supportive working environment in a rapidly growing county, this job is for you.

#### Duties and Responsibilities

The Director of General Services plays a critical leadership role in ensuring the safe and cost-effective operation and maintenance of County-owned facilities and vehicles and of the delivery of stormwater and waste management services to the citizens of Loudoun County. This position also performs a key role in supporting the County's emergency management and recovery operations for natural and other disasters, and ensures

the achievement of operational and programmatic goals in an energy efficient and environmentally responsible manner.

Reporting to the Deputy County Administrator, the Director of General Services will oversee the day-to-day operations of the department, including managing an annual operating budget in excess of \$31.8M, overseeing multiple vendor contracts, and leading a dedicated staff of 106 employees. As a trusted member of the County Administrator's Leadership Team, the person in this position will influence, develop and lead the County's strategies and policies within the assigned areas of responsibility, serve as a staff liaison to elected and appointed officials and advisory boards on a variety of complex issues, and partner with senior management across multiple County departments to manage projects, implement policies, and



achieve objectives. Areas of responsibility include leadership and management of the following six Divisions with the Department of General Services:

- **Facilities Support:** Responsible for the maintenance of over 200 County facilities with a focus on ensuring a safe, secure and accessible environment for County employees and customers; effectively designing and configuring County work spaces to maximize usage and minimize the need for future facility acquisitions; and the overall protection of the County's investments in its facilities. (40 positions plus significant contractual resources)
- **Fleet Management:** Responsible for the acquisition and maintenance of a fleet of 1,150 County vehicles, including outfitting vehicles to meet specialized customer needs such as Public Safety. (7 positions)
- **Management Support Services:** Responsible for the effective management of the County's mail distribution system ensuring the timely and effective delivery of both inter-office and external mail; storage of County records in compliance with State record retention laws and regulations; and management of the County's surplus property program. (12 positions)
- **Public Works:** Responsible for the management of the County's stormwater systems and snow removal programs and for providing critical support to the County's Emergency Management Plan. (18 positions)
- **Waste Management:** Responsible for the effective operation of the County's landfill and recycling programs. (24 positions)
- **Environmental Compliance:** Responsible for the development and implementation of energy and environmental initiatives countywide. (4 positions)

## The Ideal Candidate

The successful candidate will be faced with the challenge of effectively overseeing a wide and diverse range of programs and services, including numerous vendor contracts. In 2012, the Department of General Services acquired Waste Management as a new division. The successful candidate will continue the process of fully integrating the six divisions of the Department under consistent management practices. Further, the difficult economic climate is expected to continue to pose challenges for Loudoun County Government, as it has for many local governments nationally. The successful candidate will be expected to maintain a focus on achieving budgetary efficiencies and economies of scale where possible. Outsourcing will continue to be important for meeting programmatic and

service demands. The successful candidate will also be charged with preserving the professional culture within the Department and consistently enforcing high standards for ethical conduct in the workplace.

The ideal candidate to meet these challenges will be an outstanding leader and manager and a seasoned professional with knowledge and experience in all of the Department's functional areas. Excellent verbal and written communication skills are required. The best candidate's will have a Master's degree in a related field and ten (10) years of directly-related and progressively responsible experience. Alternatively, the individual may have an equivalent combination of education and experience. Five (5) years or more of supervisory experience with exempt level staff is preferred. A P.E. registration is helpful but not critical as long as the applicant can read engineering drawings. Extensive experience in procurement and with contract management is important – 85% of the Department's services are contracted out. Experience in stormwater management and permitting, in landfill operation and permitting and in interacting with regulatory agencies is highly desirable.

## Compensation

Salary is negotiable up to \$150,000 based on qualifications. A relocation allowance is available for this position.

Loudoun County employment benefits include: health, dental and vision plans; a deferred compensation plan; long-term care insurance; and retirement and life insurance benefits through the Virginia Retirement system. More detailed information on benefits can be found at <http://www.loudoun.gov/index.aspx?NID=1057>.

## About Loudoun County

Located approximately 25 miles northwest of Washington, DC, Loudoun County is a remarkable success story. In 1960, the County had a population of approximately 20,000, which had remained virtually unchanged for 100 years. Then things began to change. Dulles International Airport opened in the County's southeast corner and the people and businesses began to come. By 2000 the County's population had grown to 170,000 and it had become one of the fastest growing counties in the country. In fact, by 2014, the population has climbed to 351,600, more than double the 2000 population.

Even in the face of rapid growth, the County's infrastructure has remained excellent. Its schools, for example, are all first rate. In fact, all of its high schools are ranked in the top 5% in the country, and 58% of the adult population has at least a



Bachelor's degree. Its per capita income is one of the highest in the country. The eastern third of the County is suburban while the western two thirds is rural, characterized by small towns, agriculture, wineries, horse farms and 160,000 acres of well-preserved open space.

The Blue Ridge Mountains are nearby. Twenty-five miles in the other direction is the nation's capital. Recreational and cultural activities abound within the County. Nearby Washington, DC, offers even more – the Kennedy Center, numerous other theater venues, the Smithsonian, the National Zoo, and so on. For sports, MLB's Washington Nationals and Baltimore Orioles are nearby as are the NFL's Baltimore Ravens and Washington Redskins. Then there are the NBA's Washington Wizards and the NHL's Washington Capitals. The area's numerous colleges and universities offer still more.

As the home of Dulles International Airport and "Data Center Alley," the County has established a reputation as an international center for technology, communications, and transportation. Its economy is robust, with a mix of technology companies, government contractors, and biomedical research facilities. The number of small businesses continues to grow, with everything from traditional agriculture to vineyards and wineries. Unemployment is only 3.8%.

The County is also known for its beautiful scenery, rich history, healthy diversity of expanding business opportunities, comfortable neighborhoods, and high-quality public services. It is a blend of suburban progress, rural traditions, and historic towns. It is a great place to live and work with ample recreation activities nearby.

## Background: The Government

Loudoun County is governed by a nine-member Board of Supervisors. The Chairman is elected at large while the other Supervisors represent eight geographic districts. All nine members serve four year terms and are elected at the same time. The last election was held in November of 2011. Other elected Constitutional Officers include the Clerk of the Circuit Court, Commissioner of Revenue, Commonwealth's Attorney, Sheriff, and Treasurer.

The Board appoints a County Administrator to oversee the County's day-to-day operations and various other





boards and commissions. The present County Administrator joined Loudoun in December 2009. The previous County Administrator served in that capacity for eighteen (18) years.

The County currently has an operating budget of just over \$1.4 billion. Of that, \$921 million is allocated to the school system, \$438 million for the general government, and \$180 million for debt service (the portion for schools is \$123 million). The Board also adopted a Capital Improvement Program (CIP) totaling about \$1.7 billion for FY 2013 – FY 2018. The school portion of the CIP totals \$640 million. Total expenditures in the FY 2014 CIP increased \$304 million from the FY 2013 CIP. The most notable increase in capital expenditures was for transportation projects, which increased by approximately \$273 million.

While Loudoun has been affected by the slowing of the national economy and has faced fiscal challenges, the government has not altered its commitment to sustaining a high quality of life and not just viable, but thriving communities. As a result, Loudoun has consistently received high marks from respondents to countywide surveys. County residents report being very pleased with their quality of life, the caliber of county services, and the value they receive for their tax dollars.

Another key indicator reflecting the County's commitment to excellence is its AAA bond ratings, which have been consistently reaffirmed by bond rating agencies. During the national economic recession, the County continued to experience steady growth and increased demand for services.

Loudoun County is also among the most technologically advanced county governments in the nation. In a national survey conducted by the Center for Digital Government, Loudoun ranked first among county governments in its population category for the innovative use of technology to deliver services to citizens.

## Demographics

With a population of 351,600, the County has slightly over 118,000 housing units. The age distribution of the County's population includes 31.9 percent under the age of 20; 60.7 percent between 20 and 65; and 7.3 percent 65 and older. The three primary racial groups in the County are White (72.3%); Asian (16.0%); and Black/African-American (7%). The Hispanic ethnic population (including all races) composes 12.8 percent of the County's total population. Approximately 30 percent of the population speaks a language other than English at home.

Based on current planning and zoning, existing market conditions and the long-run supply of land, Loudoun County's

population is expected to increase to approximately 405,000 by 2020 (an increase of 30 percent over 2010). The County's employment is expected to grow by about 36 percent between 2010 and 2020 and to reach nearly 200,000 by the end of the decade.

## The Current Director

The current Director of the General Services Department is retiring and he will be missed.

## Residency

Residency in Loudoun County is strongly preferred, but not mandatory.

## Confidentiality

No candidate names will be released without the candidate's permission.

## How to Apply

E-mail your resume to [Recruit34@cb-asso.com](mailto:Recruit34@cb-asso.com) by October 15, 2014. Applications received after that date will be considered, but we do intend to move quickly, so do not delay if you are interested. Questions should be directed to Colin Baenziger at (561) 707-3537 or Tom Andrews at (410) 758-2931.

## The Process

Applicants will be screened during October with interviews anticipated to be in mid-November. A selection will be made shortly thereafter. All finalists will undergo criminal, credit and DMV background records checks.

## Other Important Information

Loudoun County is an Equal Opportunity Employer and values diversity at all levels of its workforce. Consequently, it strongly encourages minorities, women, veterans, and persons with disabilities to apply.

COLIN BAENZIGER  ASSOCIATES  
EXECUTIVE RECRUITING