



Director, Department of Building & Development Position Available — Apply by: **April 11, 2014**
Salary Range: Up to \$150,000 based on qualifications



Loudoun County, Virginia

Population: 339,000

If you are seasoned, achievement-oriented public sector construction and land development professional who is seeking a progressive and supportive working environment in a fast growing county, this job is for you. Loudoun County is a hidden treasure and a remarkable success story.

In 1960, Loudoun County had a population of slightly over 20,000, virtually the same as it was in 1800. By 2000 its population had grown to 170,000 and was slightly over 312,000 in 2010. The County was the fifth fastest growing county in the country from 2000 to 2010. Since 2010, Loudoun has continued to be one of the fastest growing counties, ranking 17th in the nation.

Even in the face of rapid population growth and the Great Recession, the county's infrastructure and economic condition

have remained very positive. Recreational and cultural activities abound. Its schools are all first rate. In fact, all of the County's high schools are scholastically ranked in the top 5 percent in the country. Fifty-seven and one half percent of the adult population has at least a Bachelor's degree.

Loudoun's economy weathered the recession better than the national economy and many other regions of the Commonwealth in part because of a dynamic mix of business sectors, highly educated workforce, and proximity to Washington, D.C. Unemployment was only 4.3 percent in October 2013. According to the U.S. Census Bureau, 30 percent of Loudoun's working residents work in the County; 36 percent in Fairfax County; 6 percent in Washington, D.C.; and the remainder in other jurisdictions. Further, unlike many other jurisdictions, land is still available for firms for "build-

to-suit” facilities. This has facilitated Loudoun’s ability to attract high quality industry and corporations which, in turn, has led to Loudoun’s high median household income, in fact the highest in the country.

All in all, the County is known for its beautiful scenery, rich history, business opportunities, comfortable neighborhoods, and high quality public services. It is a great place to live and work. Loudoun County sustains a high quality of life to its citizens, supported by the considerable cultural and recreational amenities nearby.

GEOGRAPHY

Loudoun County covers 521 square miles. It is bounded on the north by the Potomac River and Maryland; on the south by Prince William and Fauquier Counties; on the west by Clarke County and Jefferson County, West Virginia and on the east by Fairfax County, VA. The Bull Run Mountains and Catoclin Mountains run north to south through the County. Twenty-five miles to the east is Washington, D.C.

The eastern third of the County is suburban while the western two thirds is rural with small towns, agriculture, wineries, horse farms and 160,000 acres of well preserved open space. The County remains committed to this development pattern as clearly identified in its comprehensive plan.

DEMOGRAPHICS

With a population of 339,000, 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.

Considering existing market conditions and the long-run supply of land based on current planning and zoning, the County’s population and employment are expected to continue to increase rapidly. The population is expected to

be approximately 405,000 by 2020, an increase of 30 percent over 2010. Between 2010 and 2020, the County is expected to experience one of the highest population growth rates in the entire Washington, D.C. region. Loudoun County’s employment is expected to grow by about 36 percent between 2010 and 2020. By 2020, employment is expected to be nearly 200,000.

CLIMATE

The County enjoys all four seasons. During the winter months, the high temperatures average in the mid to low 40’s with an average low around 25° F. Summer temperatures have average highs in the mid 80’s and average lows in the low 60’s. Annual average rainfall is approximately 41 inches.

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 the 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 under \$1.3 billion. Of that, \$854 million is allocated to the school system, \$418 million for the general government, \$154 million for debt service (the portion for schools is \$109 million) and \$8.8 million for the other items. 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 as revealed in a survey conducted by the Center for Digital Government. Loudoun ranked first in the nation among county governments in its population category for the innovative use of technology to deliver services to citizens.

THE DEPARTMENT OF BUILDING & DEVELOPMENT

The Department of Building and Development is necessarily one of the most dynamic local agencies in the region.

The Department enhances the quality of life for all citizens through developing, administering and enforcing the County's Land Subdivision Ordinance, the Facilities Standards Manual

(FSM), and other construction standards and ordinances. The department ensures the public's safety and welfare in the environment by enforcing Best Engineering Practices and the Virginia Uniform Statewide Building Code during the design and construction phases of both public and private development projects.

The Department is divided into four Divisions:

- Land Development Planning/Subdivision
- Land Development Engineering
- Building Code Enforcement
- Permit Issuance/Department Management

These Divisions oversee all phases of new land development throughout the County, including the review/approval of subdivision plans, construction plans, site plans, building plans, all construction-related inspections, final occupancy inspections, as well as the issuance of County building and grading permits. The Department is also responsible for managing construction sites through its Erosion and Sediment Control Enforcement Program and managing public improvements through its Bonding Program and Quality Assurance Team.

Other programs managed by the Department include: management of water resources through its well monitoring program, and coordination and implementation of updates and revisions of the various development ordinances such as the FSM. The FY 2014 budget for the department is approximately \$18.5 million; staffing is 181 FTEs.

The Zoning Administration Division will be merged into the Department of Planning Services in FY 2015.

THE ISSUES AND CHALLENGES

The Department faces a number of immediate challenges.

Growth and Workload: Rapid growth continues to be a hallmark of Loudoun County, and the Department is confronted with managing a steadily increasing workload, not the least of which is the processing of an increasing number of land development applications in FY 2014. The Department must meet tight timelines, achievable by actively managing and enhancing staff capacity and talent. The constant monitoring of caseload and timelines to ensure timeliness in application review is an imperative.

Loudoun County's rapid growth is reflected in new building construction, both residential and commercial. Consequently, this has led to an increased workload in the Department, particularly in the areas of inspections, plan reviews, and

permitting. Managing this workload will be a challenge for the new Director. Table I, for example, shows the number of inspections conducted and its projected growth.

Table I: Inspections by Year

Fiscal Year	Number	Data Type	Increase
2011	145,771	Actual	---
2012	168,716	Actual	15.7%
2013	187,441	Actual	28.6%
2014	241,100	Projected	28.6%
2015	246,170	Projected	2.1%

Table II reflects the increase in the construction/architectural plans submitted for review.

Table II: Plan Reviews by Year

Fiscal Year	Number	Data Type	Increase
2011	8,794	Actual	---
2012	11,713	Actual	33.2%
2013	12,655	Actual	43.9%
2014	18,676	Projected	112.4%
2015	19,236	Projected	3.0%

Similarly, the growth in permits issued has been dramatic and the growth is anticipated to continue. See Table III.

Table III: Permits Issued by Year

Fiscal Year	Number	Data Type	Increase
2011	31,904	Actual	---
2012	42,166	Actual	33.2%
2013	49,485	Actual	55.1%
2014	63,918	Projected	29.2%
2015	71,733	Projected	12.2%

Land Development Process: The Department will need to implement the priorities set by the Board of Supervisors in the form of processing Development Ordinance Amendments (DOAMs) to

the County's Subdivision Ordinance and FSM. These efforts are undertaken to improve efficiencies in the land development process while ensuring the public's safety and welfare.

The Department must continue to provide technical expertise to develop scenarios to meet the Watershed Implementation Program (WIP) standards for the Chesapeake Bay Cleanup Program.

Additional enforcement will be required for the new Erosion and Sediment Performance Standards promulgated by the Commonwealth of Virginia. This effort will also necessitate the development of a new process for the Virginia Stormwater Management Program licensing function that will be transferred from the state to the County in 2014.

Advancing Technological Solutions: The Department is implementing an e-permitting program and this effort will continue with plans to increase the number of trade contractors using the e-permitting process. Further, the County will begin accepting credit cards from all applicants. Currently, 178 trade contractors are using the e-permitting process, which represents 52 percent of trade permit applications. In addition, electronic submission of Land Development Applications (including subdivision plans, site plans, and construction plans) is a planned objective of the Department for 2014.

Capacity Building and Quality Assurance: The Department must continue an active training program for all Inspectors in Building Code, Zoning, and Erosion and Sediment Control to ensure that these staff members are properly certified and up to date on the requirements of new regulations.

THE IDEAL CANDIDATE

Loudoun County is seeking an outstanding leader and manager, a seasoned professional with knowledge and experience in all aspects of land development administration (including subdivision review and review of engineering plans and profiles) and building permit issuance and inspections.

The next Director will be a strong, open, approachable and diplomatic individual with excellent communications and people skills.

The individual will be forward thinking and comfortable working in a fast paced, demanding environment. He/



she will have a keen appreciation for the needs and expectations of the development community and work diligently to optimize processes and ensure that applications are dealt with efficiently. At the same time, he/she will not compromise County standards and requirements.

The next director will be someone who has a “can do” attitude and will be a positive leader both among staff and within the community. The individual will be extremely customer service oriented and instill that ethos with department staff. He/she will be fluent in the concerns and responsive to the needs of industry stakeholders, contractors, developers, and individual citizens.

Further, he/she will maintain a culture of solution-oriented professionalism. Ideally, the successful candidate will have experience working with a diverse workforce and experience working across departments and fields to realize best solutions.

The ideal candidate will have an affinity for budgeting and be sufficiently technologically savvy to ensure the integration of technology into the plan and permit review processes.

The individual will also recognize that economic development opportunities are important to the County’s future and will work diligently and in concert with the Department of Economic Development to facilitate non-residential development. A familiarity with Virginia building, development and environmental codes and regulations is a plus.

The ideal candidate will have a Master’s degree in a related field and ten (10) years of progressively more responsible experience in building permit issuance and land development processes or related areas or an equivalent combination of education and experience. Five (5) years or more of supervisory experience with exempt staff is preferred. A P.E. registration 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>.

THE PRIOR DIRECTOR

The prior Director of the Department of Building & Development held the position since its creation in 1991 and is retired at the end of 2013.

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 Recruit24@cb-asso.com by April 11, 2014. Applications 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 Tom Andrews at (410) 758-2931 or Colin Baenziger at (561) 707-3537.

THE PROCESS

Applicants will be screened during February and March. Initial interviews will be held in early April with a selection made shortly thereafter. The successful candidate will undergo a criminal and credit background check and DMV record check.

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

