



## Loudoun County Assistant County Administrator

The Assistant County Administrator reports to the County Administrator and provides oversight of several departments, major projects, and interdepartmental initiatives. In addition, the Assistant County Administrator works closely with the Board of Supervisors, community and business leaders, and other state and local governmental officials. This position is vacant due to the retirement of one of the Assistant County Administrators. The position joins three other Assistant County Administrators in the office, each of which has operational supervision of departments and functions with the County government. Current portfolios of departmental and functional oversight for the Assistant County Administrators may change.

Loudoun County's FY2018 adopted operating budget is \$1.7 billion, including \$1.1 billion for Loudoun County Public Schools, \$504.2 million for general (County) government operations, and \$9 million for the Comprehensive Services Act for At-Risk Youth and Families (CSA). The County Administration department has 24.8 FTEs in four divisions: Executive Management, which oversees day-to-day operations in the functional areas of Community Development, Community Services, Public Safety, and Financial/Internal Operations; Support to the Board, which provides administrative and research support to the Board including its strategic goals and work plan and legislative agenda; Public Affairs and Communication, which includes external and internal communications and community engagement; and Emergency Management, which is charged with the County's response to man-made and natural disasters as well as special event planning.

Loudoun County operates under the "Traditional Form" of county government, the most commonly used form in the Commonwealth. The Board of Supervisors is responsible for the legislative and administrative affairs of the County. The Board of Supervisors appoints a County Administrator to oversee the day-to-day administration on behalf of the Board. In addition, elected officials are responsible for the conduct and administration of various aspects of the County's affairs and include the Commissioner of the Revenue, Treasurer, Clerk of the Circuit Court, Commonwealth's Attorney, and Sheriff.

Any combination of education and experience equivalent to a bachelor's degree in a related field and at least twelve years of local government experience, including at least three years in a leadership and supervisory position. Preferred qualifications are a master's degree in public administration or related field, with ten years' department head or other operational experience, demonstrated expertise in mentoring managers and key staff, providing data-driven solutions, working effectively with elected officials, and management experience in a complex, diverse organization.

The expected hiring range is \$150,000 - \$170,000, depending on qualifications, with an excellent benefit package.

Applications will be accepted electronically by The Novak Consulting Group. Apply at [thenovakconsultinggroup.com/jobs](http://thenovakconsultinggroup.com/jobs) and submit just one document (Word or PDF) that includes a cover letter, resume with salary history, and list of 3-5 professional references. Open until filled with first review of applications July 7, 2017.

Please direct questions to Catherine Tuck Parrish or Chelsey Gordon at [apply@thenovakconsultinggroup.com](mailto:apply@thenovakconsultinggroup.com) or 513-221-0500.