



ALBEMARLE COUNTY

Deputy Director of Community Development





The Position

Albemarle County is seeking a Deputy Director of Community Development to serve as the department's operational leader and a key partner to the Director of Community Development. This role provides leadership, direction, and coordination across the department's functional divisions, with a strong focus on performance, productivity, regulatory compliance, customer service, staff development, and process improvement. The Deputy Director helps ensure that departmental operations are aligned, effective, and responsive to the County's strategic priorities, development review mission, and service expectations.

Reporting to the Director of Community Development, the Deputy Director serves as a senior advisor on complex development, land use, regulatory, operational, and organizational matters. The position works closely with division leaders, the County Executive, the Board of Supervisors, the Planning Commission, community stakeholders, developers, and partner agencies to support consistent decision-making, thoughtful problem-solving, and high-quality public service. The Deputy Director also helps shape departmental goals, policies, budgets, and strategic initiatives, and acts on behalf of the Director as assigned.

This is a highly visible leadership role for a professional who can strengthen internal coordination, use performance data to improve service delivery, develop managers and staff, and guide the department through change in a fast-moving local government environment.

Priorities

During the first 12 months, key priorities for the Deputy Director of Community Development include:

- Fill the Zoning Administrator vacancy and evaluate staffing alignment to ensure resources match workload demands.
- Lead the modernization of the building permit review process through the Building Official, including customer service standards, performance metrics, and accountability measures.
- Direct improvements to the Certificate of Occupancy issuance process through the Building Official, including customer service standards, performance metrics, and accountability measures.
- Develop department-wide performance metrics and accountability standards in collaboration with the Director of Community Development and division leaders.
- Establish clear department-wide customer service standards, including expectations for communication, conflict resolution, and public interactions.
- Strengthen collaboration among divisions by improving communication, coordination, and expectations for project reviews and internal processes.
- Implement customer-focused performance standards and accountability measures for key customer-facing services using modern best practices.
- Develop and implement a comprehensive onboarding program for new employees that includes organizational integration, job-specific training, and employee development planning.
- Work with staff to establish clear departmental and divisional goals aligned with the County's strategic plan and service delivery expectations.

The Successful Candidate

The successful candidate will be an experienced and approachable local government leader who can improve operations while building trust, accountability, and collaboration across the Community Development Department. They will bring demonstrated success leading change, improving business processes, and using data, metrics, and workload information to strengthen departmental performance and customer service. This person will be comfortable operating in a complex public environment, supporting the Director on high-profile issues, and helping managers and staff succeed through clear expectations, coaching, and professional development.

The ideal candidate will bring demonstrated leadership in complex organizational environments and a track record of improving processes, strengthening organizational effectiveness, and advancing a culture of continuous improvement. They will have experience leading change management efforts and successfully implementing new systems, approaches, and processes. This person will show a strong commitment to staff training, employee development, accountability, performance management, and succession planning, along with skill in data-driven management, including the use of performance metrics to improve operations, monitor workloads, and identify opportunities for improvement. They will also possess strong communication and interpersonal skills, with the ability to share information clearly, build understanding, and foster collaboration across divisions and with external stakeholders.

An approachable, supportive leadership style will be important, as will the ability to build trust, develop employees, and advocate for both the department and its staff. Familiarity with administering complex local government land development regulations and ordinances is important, as is experience supporting community and economic development initiatives such as redevelopment, affordable housing, incentive programs, and public-private partnerships. The successful candidate will also bring strong skills in budget management, work planning, and project management, along with a leadership approach that empowers capable staff, encourages innovation, reduces unnecessary micromanagement, and promotes creative problem-solving.

Qualifications

Minimum qualifications: Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major coursework in public administration, urban planning, engineering, architecture, business administration, public policy, organizational leadership, or a related field. Candidates should also bring at least eight years of progressively responsible professional experience in community development, development services, local government administration, land use, or a related field, including at least five years of leadership and management experience with responsibility for supervising managers or supervisors, employee development, performance, and operational effectiveness.

Candidates should demonstrate thorough knowledge of planning, zoning, engineering, building inspections, and land development functions within a local government environment, as well as knowledge of the Code of Virginia, the Virginia Uniform Statewide Building Code, County ordinances, the Comprehensive Plan, and related regulations and policies. The ideal candidate will have demonstrated experience working with elected officials, appointed boards or commissions, community organizations, developers, and other stakeholders on complex or high-profile issues, as well as experience presenting information and recommendations in public meetings and facilitating discussions involving diverse interests and perspectives.

Preferred qualifications: A master's degree in public administration, urban planning, engineering, business administration, public policy, organizational leadership, or a related field. Experience leading multiple functional areas within a community development, development services, planning, engineering, zoning, or building inspections organization will be viewed favorably.

The selected candidate must be able to obtain a valid driver's license issued by the Commonwealth of Virginia and must meet the eligibility requirements of the County's safe driver policy. This position is eligible for a hybrid remote work schedule in accordance with the County's Remote Work Policy, and all County staff must maintain residence within the Commonwealth of Virginia.





Inside the Community Development Department

Albemarle County's Community Development Department is responsible for planning, reviewing, and implementing land uses on behalf of the community, reflecting the County's interests in historical, natural, and cultural resources, the creation and protection of a healthy and safe built environment, the provision of diverse housing, and the effective stewardship of all County assets. The Deputy Director serves as the department's operational manager and provides leadership and coordination across the functional divisions.

- Building Division: ensures public health, safety, and welfare through inspection compliance and permit approvals
- Engineering Division: manages the Virginia Stormwater Management Program (VSMP), Water Protection Ordinance, and Erosion and Sediment Programs, as well as other engineering-related tasks
- Planning Division: reviews and prepares staff reports on potential rezoning, rezoning applications, special use permit applications, site development plans, subdivision plans, and comprehensive plan amendments
- Zoning Division: interprets, administers, and enforces the Zoning Ordinance

The department's work depends on strong internal coordination, responsive customer service, clear expectations, and effective collaboration across divisions. The current budget is \$20.2 million, and the department employs 76 staff members.

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 4,000 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 up to \$137,447 to \$151,918. 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. The position will be open until filled with a first review of applications beginning **October 12, 2026**.



Questions

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