Loudoun County
VIRGINIA

LOUDOUN COUNTY

Office Director of Emergency Management, Safety, and Security









The Position

Loudoun County, Virginia, is seeking a goal-oriented strategic thinker to lead and direct the County's emergency management preparedness, operations, recovery, and safety and security functions as the Office Director of Emergency Management, Safety, and Security (Office Director). Operating within the Office of the County Administrator, the Office Director serves as a core member of the executive leadership team and oversees three primary functional areas: countywide emergency management, organization-wide occupational safety services, and physical security for approximately 300 County facilities and properties. In addition to guiding threat, hazard, resilience planning, and logistical support for significant events, the Office Director oversees occupational safety and health coordination, and contracted facility security, including enhanced personal protection services for the County elected officials and staff.

This position reports directly to the County Administrator through a Deputy County Administrator, who oversees the County's public safety portfolio, and works closely with the County Administrator and Assistant County Administrator along with other senior leaders. The Office Director guides and advises executive leadership on strategies to strengthen security, workplace safety, and emergency planning and response capabilities. The Office Director collaborates with public safety and non-public safety Department Directors across the Loudoun County organization as well as counterparts in the national capital region. The position carries full administrative and fiscal responsibility for the Office's operations which has three units: emergency management, safety, and administration. The Office Director has three direct reports - Deputy Coordinator of Emergency Management, Safety and Security Supervisor, and Administrative Manager - who oversee each unit. Serving as a trusted advisor and spokesperson on complex operational matters, the Director develops and refines policies, processes, and procedures across all areas of the portfolio, oversees accurate data reporting and contract administration, and addresses inquiries with discretion, navigating sensitive security information and dynamics to communicate clearly with internal and external stakeholders.

The Office Director leads a service-oriented team, promoting sound decision-making at all levels and cultivating an inclusive and equitable workplace culture that motivates staff to achieve results. Through strong internal and external alignment across County leadership, peer departments, and public and private partners, the Office Director advances County preparedness and internal safety and security capabilities.

Priorities

- **Strengthen internal and intergovernmental partnerships:** Build strong working relationships with the County Administrator, Deputy and Assistant County Administrators, Fire and Rescue, Sheriff's Office, and the Emergency Management Executive Committee. Represents Loudoun County across the Northern Virginia and National Capital Region, and with regional and state partners.
- **Unify and integrate a strong team:** Bridge the Emergency Management and Safety and Security portfolios, which currently operate in separate physical locations. Foster a cohesive, collaborative environment that maintains high morale and identifies shared goals across divisions.
- **Occupational Safety Program:** Expand employee occupational safety and Health awareness, training and education programs, accident prevention strategies, incident tracking and injury investigative review to reduce the incident(s) of employee injury.
- **Stand up the County's Security Operations Center (SOC):** Lead the establishment of Loudoun County's new internal Security Operations Center to replace regional intelligence capabilities impacted by federal Urban Area Security Initiative (UASI) funding reductions.
- **Update the Office's strategic plan and execute the quadrennial THIRA:** Refresh the Office's five-year strategic plan to fully incorporate the Safety and Security mission alongside Emergency Management. Concurrently, direct the Calendar Year 2027 quadrennial Threat and Hazard Identification and Risk Assessment (THIRA).

The Successful Candidate

The ideal candidate is a seasoned executive leader with experience directing emergency management, building security, or comparable public-service organization in a fast-paced, complex, multi-layered environment. The next Office Director will bring strong executive leadership, sound judgment, and the strategic vision needed to guide cohesive programs into its next phase of growth. The successful candidate will possess a solid grasp of local government operations, including budgeting, procurement, and organizational governance, and will foster productive relationships across all levels of the organization while working effectively within the organization's established leadership structure. The new Office Director will enter an organization with talented program managers and subject-matter experts, the Office Director will lead with humility, patience, fairness, and a servant-leadership mindset. The ideal candidate will invest time in listening and understanding the workforce, trusting division and program managers to run day-to-day operations. At the same time, the Office Director will provide clear direction, delegate effectively, and maintain strong executive presence through consistent follow-through, ethical conduct, and accountability. By recognizing accomplishments fairly, mentoring future leaders, and championing continuous improvement, the Office Director will act as a custodian of a healthy, inclusive, and supportive workplace culture. A central responsibility for the next Office Director is bringing together the distinct groups under a cohesive vision that identifies areas of overlap and utilizes areas of strength.

To excel in this role, the ideal candidate will balance long-term strategic vision with near-term execution, translating the Office's mission into a multi-year plan that anticipates emerging vulnerabilities and regional challenges while refining business processes through data-driven solutions. They will demonstrate adaptive command and leadership flexibility, calibrating their approach smoothly between collaborative, consensus-building management during routine operations and decisive, confident direction during active emergency events. Finally, the next leader will be a natural relationship-builder who sustains authentic partnerships with internal and external stakeholders to strengthen the Office's service capacity and regional standing.





Qualifications

A combination of education and experience equivalent to a bachelor's degree in business or public administration, emergency management, criminal justice, security management, or a related field, and seven years of directly related, progressively responsible work experience in emergency management, safety and security, and/or public safety, including two years in a supervisory or management role, is required.

Preferred qualifications include a master's degree and supervisory or management experience in a complex and dynamic government setting. Virgina Professional Emergency Manager (VaPEM) or Certified Emergency Manager (CEM) designation also preferred. Because this position fulfills an emergency response role, the selected candidate must be available to respond to emergency events after hours and on weekends and attend evening Board of Supervisors meetings and special events as needed. In addition, the position will be required to staff the County's Emergency Operations Center (EOC) during emergencies and will be subject to recall 24 hours a day/seven (7) days a week.



Inside The Organization

Loudoun County operates under the "Traditional Form" of county government, the most 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. The Fiscal Year 2027 adopted operating budget totals approximately $5.4 billion in total appropriations, including $1.1 billion for general County government operations and $2.1 billion for Loudoun County Public Schools. In addition, elected officials are responsible for the conduct and administration of various aspects of the County's affairs. They include the Commissioner of the Revenue, Treasurer, Clerk of the Circuit Court, Commonwealth's Attorney, and Sheriff.

The Loudoun Difference

- We are an organization of individuals who choose to dedicate our talent, education, and experience to making a difference.
- We represent nearly every profession: accountants, attorneys, engineers, planners, systems analysts, deputies, firefighters, and more.
- Together we work as a team to serve the needs and shape the future of our unique and dynamic community.

Simply put, the Loudoun Difference is teamwork, community, and innovation.

Loudoun County was celebrated for its exceptional commitment to creating thriving work environments. This recognition was based on factors such as atmosphere, salary, diversity, working conditions, and overall workplace environment, and was named in Forbes' Best Large Employers 2025 List.





Inside the Office of Emergency Management, Safety, and Security

Situated within the larger Office of the County Administrator, the Office of Emergency Management, Safety, and Security (OEMSS) brings together the County's comprehensive emergency management, training, and exercise functions alongside its occupational safety and corporate security programs. Supported by a $4.8 million operating budget and 19 positions across two operational locations, the Office is staffed by dedicated professionals who craft and execute short- and long-term planning and training initiatives while maintaining continuous operational readiness to coordinate responses during significant emergencies.

OEMSS directs the County's emergency management activities in full compliance with federal, state, and local laws, ordinances, authorities, and directives. On the preparedness and response side, the team leads countywide threat, hazard, and resilience planning, conducts community outreach and public education, and coordinates multi-agency operations during major incidents. On the safety and security side, the Office safeguards and provides training for County employees, customers, and visitors across approximately 300 County facilities and properties by conducting security assessments and screenings, managing contracted guard and personal protection services, investigating workplace safety incidents in alignment with state VOSH (Virginia Occupational Safety and Health) and federal OSHA standards, updating policies and procedures, delivering comprehensive workforce training, and investing in countywide emergency medical equipment. Across all functions, OEMSS maintains active communication and partnership with law enforcement agencies, Fire and Rescue, the Virginia Department of Emergency Management (VDEM), Loudoun's incorporated towns, Loudoun County Public Schools, and regional counterparts throughout the National Capital Region.

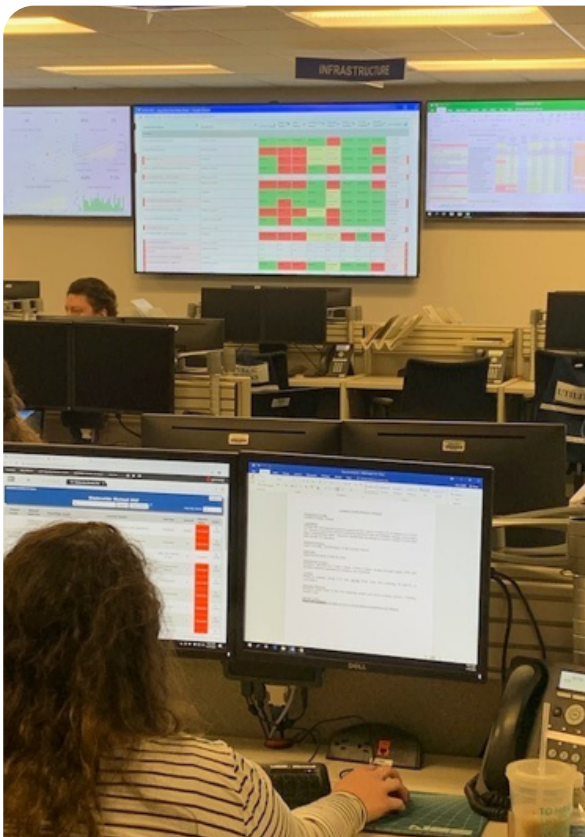
The Community

Rooted in the heart of Northern Virginia, Loudoun County combines the best of suburban tranquility and vibrant community life. Just 45 minutes northwest of Washington, D.C., Loudoun County is a growing and thriving community of more than 455,193 residents, offering a unique blend of historical charm and modern amenities.

Loudoun County is home to a diverse population, with residents from all walks of life contributing to its rich cultural tapestry. The County's schools are among the best in the nation, and the community places a strong emphasis on education and lifelong learning.

Downtown Leesburg, the county seat, is a delightful mix of historic landmarks and contemporary developments. The area is bustling with shops, restaurants, and cultural venues, providing endless opportunities for entertainment and exploration. The County is also known for its thriving arts scene, with numerous galleries, theaters, and music venues.

Outdoor enthusiasts will find plenty to love in Loudoun County. With over 40 parks and 100 miles of trails, residents can enjoy hiking, biking, and a variety of recreational activities. The County's scenic landscapes, including the picturesque Blue Ridge Mountains and the serene Potomac River, offer a perfect backdrop for outdoor adventures.



Loudoun County's neighborhoods are designed to foster a strong sense of community. Tree-lined streets, well-maintained parks, and community events create an inviting atmosphere where neighbors can connect and enjoy life together. From farmers' markets to music festivals and holiday parades, there's always something happening to bring the community together.

With a robust economy driven by technology, agriculture, and small businesses, Loudoun County offers ample opportunities for career growth and development. The County's strategic location near the nation's capital makes it an attractive place for professionals and businesses alike.

Welcoming residents and visitors from all over, "DC's Technology Corridor" is an innovative, globally competitive community known for its favorable business environment, exceptional quality of life, and strong sense of community. Loudoun County is a wonderful place to live, work, and play.



Compensation and Benefits

The salary range for the Office Director of Emergency Management, Safety, and Security is $122,044 - $231,883 with an expected hiring range between $180,000 - $210,000, commensurate with executive qualifications and experience. Loudoun County offers a comprehensive benefits package. Relocation expenses may be covered up to $8000 in accordance with the County's relocation policy. The successful candidate will undergo a comprehensive background check to include criminal, credit and DMV checks. Learn more about the County's options and employee-based benefits here.

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 **December 30, 2026**.

Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Robert Colichio at rcolichio@raftelis.com.

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