



LOUDOUN COUNTY  
Director, Transportation and  
Capital Infrastructure





## The Position

Loudoun County is seeking an engaged, dynamic and visionary leader to serve as the Director of Transportation and Capital Infrastructure. The director will oversee capital facility planning and the design and construction of capital projects for the county through management of the Capital Improvement Program (CIP). The director will work closely with the Department of Finance and Budget to prepare and administer the county's \$3 billion, 6-year Capital Budget. The director will also be responsible for overseeing the county's transportation system, which includes transit and commuter services, long range transportation planning, and traffic engineering. Additional responsibilities include oversight of the department's operations and strategic activities and an annual departmental operating budget of approximately \$31 million.

The director will lead a high-performing department of 90 dedicated employees, including but not limited to, engineering, planning, design, construction and transportation professionals. The director will be responsible for overseeing recruitment and retention strategies, staff performance management and professional development, and diversity, inclusion and engagement efforts within the department.

The director will serve as a member of the County Administrator's Leadership Team and will report to an assistant county administrator. The director will also serve as a member of the County Administrator's Internal Operations Committee. The director will work closely with the Office of the County Administrator, Board of Supervisors, other county departments, boards and commissions, and other public and private agencies on matters related to transportation, facility development, regional funding, land acquisition, project scheduling and cost estimating. This position is also responsible for providing technical assistance, directly or through staff, to a variety of citizen boards and commissions as well as to the Board of Supervisors.

## The Department

The Department of Transportation and Capital Infrastructure (DTCI) is responsible for the delivery of transit services and capital project management and execution for the county. DTCI is divided into three major divisions: Capital Design and Construction, Transportation Services, and Transportation Planning and Traffic Engineering. The department oversees the development and delivery of a quality multi-modal transportation system, to include transit and road development, pedestrian and bicycle accommodations, implementation of traffic improvements, and planning of the county's transit and commuter services. DTCI plays a critical role in the success of the Dulles Corridor Metrorail Project.

DTCI works closely with the county's Planning Department to ensure the integration of transportation and land use policies. DTCI manages the county's Capital Improvement Plan and is responsible for identifying and resolving planning and land use issues related to developing county facilities and acquiring land and buildings for such facilities. Current county capital projects include community recreation facilities, libraries, public safety facilities, emergency management facilities, courtroom additions, park and ride lots, and residential service facilities. DTCI also works closely with the Department of General Services and oversees the construction of new county facilities and the renovation of existing facilities.

## Priorities

- Strategically plan the short and long-term direction of transportation and capital infrastructure matters consistent with the Board of Supervisors' goals and objectives.
- Administer the Loudoun County Transit Development Plan and the Capital Improvement Program (CIP).
- Continue strategic work with the Department of Finance and Budget to manage the cost estimation and scheduling work related to the capital projects.
- Continue work with the Office of the County Administrator to prepare the department for the county's transition to collective bargaining.
- Develop professional and appropriate relationships with members of the Board of Supervisors, the Office of the County Administrator, DTCI staff, county department directors and staff, and external partners, including the Virginia Department of Transportation, the Northern Virginia Transportation Commission, and the Northern Virginia Transportation Authority.
- Develop a working knowledge of applicable state and local laws, ordinances, and regulations, county administrative policies and procedures, and DTCI administrative policies and procedures.

## The Successful Candidate

The successful candidate will be someone who has effectively led a high-performing department and worked in a fast-paced environment. The successful candidate will possess strong leadership skills, abilities and management acumen. This person will also be an effective delegator, provide clear guidance, and manage the department's objectives to ensure the organization's commitment to service delivery and the achievement of the Board's strategic initiatives.

The successful candidate will be a collaborative, confident, creative problem-solver who has extensive knowledge of local and regional transportation and roadway planning principles and strategies. Expert level knowledge of the land development review process including the proffer negotiation process and general knowledge of the principles and practices of multi-disciplinary design and construction of public facilities, architecture, engineering, construction management, and capital project budgeting and design. This person will be able to adapt quickly to Loudoun County's culture, which has high performance expectations, a demanding environment and the need to collaborate with multiple stakeholders.

The successful candidate will be innovative and will review and improve business and operational processes. The director of DTCI will mentor staff, develop leaders and strengthen the organization's capacity to serve.

The successful candidate will be a trusted advisor to the county Executive Team and the Board of Supervisors, be able to lead and foster excellence and innovation in staff and assist the department to achieve broad county and community goals.

The successful candidate will invest time getting to know and understand the workforce and operational issues and will seek data-driven solutions. The director will bring compassion to the workplace as well as a strategic perspective, be able to see beyond the immediate pressures and stay focused on the important long-term objectives.

## Qualifications

**Minimum requirements** include any combination of education and experience equivalent to a Masters' degree and six (6) years of related experience with increasing responsibility, including two (2) years in a supervisory or management role. A degree in transportation planning, engineering, architecture, public administration, or construction management is strongly preferred. Senior management level experience managing transportation initiatives, capital projects, facilities design and/or construction projects is preferred.

**Preferred qualifications** include leadership experience within a local government; supervision/management in a multicultural and multigenerational workplace; experience collaborating with and presenting complex information to elected officials; a background building coalitions and consensus on difficult community issues; and experience with strategic planning and implementation.





## The Community

Loudoun County, Virginia, “DC’s Technology Corridor,” is an innovative, globally competitive community known for its favorable business environment, exceptional quality of life, and a strong sense of community. Located in northern Virginia, approximately 45 minutes northwest of Washington, D.C., Loudoun County is a growing and thriving community of more than 434,362 residents (2022 est.). Loudoun County is the third-largest county in Virginia and one of the fastest-growing counties in the U.S., increasing 35% in population growth from 2010 to 2020. The county also had one of the lowest unemployment rates in the Washington, D.C., Metropolitan Statistical Area and the Commonwealth of Virginia at 3.6% in June 2021.

Loudoun County’s economy is diverse and includes representative businesses from telecommunications, aerospace, biomedical research, defense, higher education, and viniculture and a thriving small business community. The county’s eastern area is mainly suburban in character, while its western area is more rural, including small towns, horse farms and more than 160,000 acres of well-preserved open space. Dulles International Airport, a major facility serving nearly 30 million passengers every year, is in the southern part of the county. Additionally, the Washington D.C. Metrorail subway service is expanding into Loudoun County with the extension of the Silver Line, which will allow residents to travel conveniently into and around the Washington, D.C. area.

Loudoun County operates under the “Traditional Form” of county government, with nine elected members of the Board of Supervisors (the Board) who oversee the legislative and administrative affairs of the county. The Board appoints a County Administrator to oversee the day-to-day administration of county business on behalf of the Board. In addition, elected Constitutional Officers are responsible for the conduct and administration of various aspects of the county’s affairs. The five Constitutional Officers include the, the Clerk of the Circuit Court, Commissioner of the Revenue, the Commonwealth’s Attorney, the Sheriff and the Treasurer.

## Quick Facts

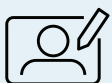
- **Population:** 420,959
- **Median Household Income:** \$151,800
- **Median Home Value:** \$494,900
- **Median Age:** 36.8

All demographic information was sourced from the U.S. Census Bureau.



## Compensation and Benefits

The expected hiring range is \$180,000 – \$210,000, and is negotiable, depending on qualifications. Relocation assistance in one lump sum of \$10,000 will be provided if moving from outside a 40-mile radius of the county to within the geographic boundaries of Loudoun County. Our comprehensive benefits package includes: Multiple Group Health Plan Options, Dental, Vision, and Disability, Leave benefits including Annual Leave and Sick Leave accruals PLUS, Annual leave equivalent to ten (10) days will be advanced as of date of hire, Personal Leave equivalent to ten (10) days will be granted as of date of hire, Paid Family Leave of six (6) weeks, Virginia Retirement System (VRS), Deferred Compensation Plan, Group Life insurance, Flexible Spending Accounts (FSA), Wellness, education, and other benefits.



## How to Apply

Applications will be accepted through our website at: [loudoun.gov/jobs](https://loudoun.gov/jobs)



## Questions

Please direct questions to Robert Smallfield at [robert.smallfield@loudoun.gov](mailto:robert.smallfield@loudoun.gov)