



# **DIRECTOR OF DEVELOPMENT SERVICES**

**ORANGE COUNTY, VA**





**ORANGE COUNTY, VIRGINIA** is seeking an experienced planning professional to serve as Director of Development Services. The successful candidate will report to the County Administrator and will be responsible for directing operations and services within the department.

The Director of Development Services leads a talented team to assure the zoning, permitting, and inspection processes in Orange County reflect the County's vision as well as important customer service goals. The successful candidate will possess well-developed interpersonal abilities and exceptional leadership qualities. These qualities will enable them to lead their team to assist County landowners, builders and developers through the review and approval processes. Additionally, the successful candidate will serve as the County's subject matter expert for planning practices and policies that will shape the community's future.

Qualified candidates are encouraged to submit a cover letter, resume, salary expectations, professional references, and two or more representative project examples, to the Berkley Group via email to [jennifer.whistleman@bgllc.net](mailto:jennifer.whistleman@bgllc.net). While the position is open until filled, **review of candidates will begin on or around October 1, 2024**; however, highly qualified candidates may be invited for interview at any time. Inquiries relating to the position may be directed to:

**Jennifer Whistleman**

The Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Email: [jennifer.whistleman@bgllc.net](mailto:jennifer.whistleman@bgllc.net)

Mobile: (540) 435-2505

## OUR COMMUNITY

Every place has its story, but ours includes James Madison, horse races, festivals, award-winning wineries and breweries, fine dining, historic battlefields, scenic byways, and warm people.

Orange County encompasses approximately 343 square miles, with a mix of rural and developed areas with a population of about 38,000 people. The County grew by five percent from 2020 to 2022 and 30 percent from 2000 to 2010, with about two percent annual growth on average. Median household income is \$87,300 with high education levels (90% high school; 27.3% college).

The County is located in Virginia's piedmont at the foothills of the Blue Ridge Mountains about 85 miles southwest of Washington, D.C., and 70 miles northwest of Richmond. It lies within the watersheds of the Rappahannock and York Rivers, both of which flow into the Chesapeake Bay. The County experiences all four seasons with tourists enjoying each one in unique ways.

Orange County includes two incorporated towns: Gordonsville (population 1,530) and Orange (population 5,282 and the county seat). These Towns are our two main centers of economic activity and are home to a growing health services industry and several nationally recognized manufacturers. Top employment sectors include agriculture, government, hospitality, retail, and manufacturing. The County's largest employers include Dogwood Senior Living Village and MPS Von Holtzbrinck Publishing. Additionally, the County owns the 155-acre Thomas E. Lee Industrial Park, hosting local, regional, national, and international employers.







Aerojet Rocketdyne, an L3Harris Technologies company, will be expanding their operations in our community. Aerojet Rocketdyne's Orange County site is home to some of the most advanced defense and space propulsion research, development, and manufacturing operations in the world. The site includes the Orange Altitude Test Facility, a fully equipped propellant lab, and a state-of-the-art air-breathing test facility.

The eastern end of the County has developed most rapidly, by design, and includes Lake of the Woods, a 2,600-acre planned, gated lake community with more than 4,000 lots adjacent to the Germanna Wilderness Area. This corner of the County, featuring the planned Wilderness Crossing development, is a mixed used planning area that will have transformative impacts for Orange County over the next 20 years. County goals include creating an atmosphere for a competitive local economy; adequate and appropriate public facilities and services; protection of local historic and environmental assets; and investments to create an attractive and livable community.

Healthy communities have healthy school systems. Orange County Public Schools is comprised of one high school, two middle schools, one primary school, and five elementary schools. Additionally, Orange County is home to the private Grymes Memorial Independent Day School and is adjacent to the prestigious Woodberry Forest School. Germanna Community College's Nursing and Allied Health Programs are located at their Locust Grove campus, and the University of Virginia, Mary Washington University, and James Madison University are all within easy commuting distance.

Information related to events and other areas of interest for Orange County may be found at: <https://visitorangevirginia.com>.



## OUR COUNTY GOVERNMENT

Orange County is vibrant mid-sized county. The governing body is the Board of Supervisors (BOS), which establishes policies for the County. The Board consists of five members, each representing an election district, and serving staggered four-year terms. A chair and vice-chair are elected by the Board annually. Additionally, five constitutional officers are elected by the voters including the Sheriff, Treasurer, Commissioner of Revenue, Commonwealth's Attorney (state prosecutor), and the Clerk of the Circuit Court.

The Board of Supervisors appoints a County Administrator to serve as the administrative manager of the County. The County Administrator carries out the policies established by the Board and oversees the day-to-day activities of County operations.

County Administrator Ted Voorhees began work with Orange County in April of 2020. He has over 30 years of experience in local government management and a keen interest in staff development, use of technology, and strategic planning and visioning.

The Board's Vision Statement aims to guide the County with:

- A strong sense of community
- A vibrant economy
- Effective and reflective government
- Sustainable land use

Orange County provides a full range of services to residents including education, public safety, judicial services, solid waste disposal, community and economic development, a general aviation airport, parks and recreation activities, public libraries, health and welfare, and general administration. The County employs approximately 400 full- and part-time employees.





## OUR DIRECTOR OF DEVELOPMENT SERVICES

This position will play a pivotal role in helping to realize the Board of Supervisors' vision of "sustaining the rural character of Orange County while enhancing and improving the quality of life for all its citizens."

Underlying principles for achieving our vision include:

- Retaining characteristics that give identity to our mix of communities.
- Understanding that a vibrant economy contributes to the sustainability of the community and its quality of life.
- Utilizing wise resource planning and land-use decisions to attract and support a business base, while maintaining the rural nature of the County and facilitating the planned urbanization of the eastern portion of the County in a thoughtful and sustaining way.

## LEADERSHIP AND INNOVATION

Orange County Development Services is a service-oriented department that is responsible for comprehensive land use planning, application and plan review, permitting, building inspections, code enforcement, and erosion and sedimentation compliance. The organization provides support to the Planning Commission (PC) and the Board of Zoning Appeals (BZA).

Challenges and opportunities for the Department include:

- Optimizing the existing planning processes and staff resources to ensure alignment for efficiency and sustained success.
- Enhancing the customer experience.
- Maximizing the value and analytics of our digital workflow (Tyler EnerGov) and other technological process improvements.
- Building "bench strength" through succession planning in anticipation of retirements and developing staff knowledge, skills, and abilities.
- Reviewing the County's land use ordinances; determining conflicts and areas of difficulty for citizens, researching innovations in other jurisdictions, and determining suitability in Orange County; as well as making relevant recommendations to the County Administrator, Board, and Planning Commission.
- Overseeing a comprehensive review and redrafting of the Zoning Ordinance that better reflects the needs of the community as it continues to evolve.
- Maximizing the opportunities presented by the Germanna Wilderness Area Plan through the extensive plan development and approval process.





## IDEAL CANDIDATE

The ideal candidate will possess exceptional leadership skills in building and motivating a team to meet and exceed high standards for service, efficiency, and accountability. They will be a strategic thinker and customer-focused problem solver who can establish good rapport and develop trusting relationships with citizens, community partners, staff, the development community, and the Board of Supervisors and Planning Commission.

Additional attributes of the ideal candidate include:

- A commitment to the mission, vision, and values of Orange County.
- The ability to manage people effectively by fostering a culture of service and success. This includes a management style and persona that is professional in all respects, including enhancing coordination between divisions to best align and streamline procedures, effective conflict resolution and performance management, and creating a culture of accountability and transparency in every facet of the Department. The successful candidate will be able to pull all functional areas together as a cohesive unit.
- The ability to develop trusting relationships with citizens and community partners and help stakeholders complete their projects in a timely and effective manner.
- The ability to support training and development opportunities for staff while fostering cross-function cooperation and professional development.
- Professionalism with a balance of aptitude and attitude to deliver outstanding customer service to all stakeholders.
- Considerable experience leading development professionals and managing a comprehensive zoning ordinance amendment process.



## EXPERIENCE AND EDUCATION

The following education and experience factors outline the qualifications for successful performance:

- Bachelor's degree with coursework in urban design, planning, public administration, or a related field, (or) an equivalent combination of relevant experience in public administration, business, government, management, planning, or a closely related field.
- Five years of progressive and relevant experience, including leading a development team in a private sector or overseeing a successful development services function in a comparably sized or larger jurisdiction.
- Demonstrated experience and knowledge of development review, planning, code enforcement, land use regulation, and effective supervisory practices. Some experience working with projects of various sizes is a plus.
- Technologically savvy in development-related software, including advanced use of GIS resources and team project management tools.
- Working knowledge of erosion and sedimentation control, stormwater and floodplain management, principles of code enforcement and development law would be beneficial.
- Demonstrated ability to effectively manage people and programs and provide clear direction and establish accountability.







## COMPENSATION & BENEFITS

Orange County offers a competitive salary commensurate with qualifications and experience (\$118,000 – 140,000). The successful candidate will have access to a generous benefits package, including participation in the Virginia Retirement System (VRS), health insurance coverage, paid vacation and sick leave, and professional development support.

## APPLICATION PROCESS

Initial **review of candidates will begin on or around October 1, 2024**. Applications received after that date may be considered until the position is filled. Timely submittal will ensure the most advantageous review. Highly qualified candidates may be invited to interview at any time. To be considered, please submit a cover letter, resume, salary expectations, professional references and two or more representative project examples to the Berkley Group, via e-mail to [jennifer.whistleman@bgllc.net](mailto:jennifer.whistleman@bgllc.net). Questions may be directed to:

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Berkley Group

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For Additional Information Visit: <https://orangecountyva.gov/>

The County of Orange is an Equal Opportunity Employer