



# Department of Code Compliance Director Fairfax County, Virginia



For consideration, please visit the County's  
online position application system at  
<https://www.governmentjobs.com/careers/fairfaxcounty>  
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Fairfax County is an equal opportunity employer.

Application Deadline: January 1, 2016



## FAIRFAX COUNTY, VIRGINIA

- HISTORIC COUNTY IN CAPITAL REGION
- DIVERSE COMMUNITY
- MODERATE CLIMATE
- PROXIMITY TO MOUNTAINS AND BEACHES
- EXCELLENT TRANSPORTATION
- EXCEPTIONAL EDUCATION SYSTEM
- NATIONALLY ACCLAIMED GOVERNMENT

### FAIRFAX COUNTY QUICK FACTS

- Urban Executive form of government
- More than 1.1 million residents\*
- 590,000+ jobs
- 142,000 technology jobs are located in Fairfax County, the largest concentration in the U.S.
- Budget larger than four states
- 395 square miles (land)
- Median Household Income: \$110,292\*
- Poverty Rate: 5.8 percent\*
- Persons who speak a language other than English at home: 36.4 percent\*

\* source: U.S. Census Bureau

## FAIRFAX COUNTY

Located directly across the Potomac River from our Nation's Capital, Fairfax County is located at the heart of the Capital Region and the Northern Virginia experience. With a unique history of its own and a wealth of attractions throughout Fairfax County and Northern Virginia, visitors and residents alike find the area to be a diverse and enriching experience. From 18th Century history to outer space, residents are surrounded by countless adventures that would satisfy everyone from a bookworm to an adrenaline junkie. Fairfax County positions visitors and residents in the center of it all - as the Gateway to Virginia's Wine Country and located just a few short miles from our Nation's Capital to the east.

Founded in 1741 as a farming community, today Fairfax County is the largest jurisdiction in the Washington area and contains some of its most desirable residential communities. Fairfax County is considered to be the primary economic engine for the greater Washington Metropolitan Area and the Commonwealth of Virginia. The business taxes generated by economic and commercial development fund some of the finest public services in the country – a well-run government, excellent schools, large libraries and a beautiful park system.

### LOCATION

With the scenic Blue Ridge Mountains to the west, the Chesapeake Bay and Atlantic beaches to the east, and with close proximity to Washington, D.C., Fairfax County offers an abundance of opportunities for those professionals seeking the perfect work-life balance. From the great outdoors to urban city life, Fairfax County has plenty of fulfilling options for you.

Virtually all of Fairfax County's 400-plus square miles are steeped in historical significance with battlefields, monuments and national treasures such as the National Air and Space Museum's Udvar-Hazy Center, George Washington's Mount Vernon Estate and the nation's only national park for the performing arts - Wolf Trap.

Fairfax County offers residents a wide range of excellent employment opportunities, attractive housing options, an abundance of recreational opportunities and proximity to Washington, D.C., with mountains to the west and the beaches to the east. There are numerous unique, diverse, and wonderful communities within Fairfax County, Virginia, ranging from sleepy suburbs to urban centers.

## **HOUSING**

Fairfax County and the Washington, D.C., area boast a broad variety of homes, communities and housing prices.

Single-family homes and townhomes are plentiful, as are high-rise apartments and condominiums. Planned residential communities, developed by some of the nation's premier homebuilders, offer housing with cutting-edge amenities. Upscale residences, whether executive and estate homes or villa-style homes on smaller parcels, are abundant throughout the county.

Incorporated towns within Fairfax County (Clifton, Herndon and Vienna) offer a blend of old and new, with housing that surrounds historic, small central business districts distinguished by quaint boutiques and restaurants.

## **DEMOGRAPHICS**

Fairfax County is home to more than 1.1 million residents and nearly 410,000 housing units. More than 50 percent of county residents are between the ages of 20 and 54, with another 26 percent under the age of 20. Fairfax is an increasingly diverse community with over 36% of residents speaking languages other than English at home. Recent statistical information indicates County residents to be comprised of four primary racial groups - White (62.8 percent), Asian (18 percent), Hispanic (16.1 percent) and Black (9 percent). Median household income is \$110,292 in the county. The unemployment rate is around 3.4%, below the national average.

Fairfax County offers residents an excellent environment in which to raise and educate children. The Fairfax County Public Schools system (FCPS) and area private schools offer parents numerous education options for their children. The area has a wealth of cultural and recreational resources that provide abundant opportunities for children to learn and grow. All Fairfax County high schools were designated among the most demanding public schools in the country by the 2012 Washington Post's Challenge Index. More than 60 colleges and universities are located throughout the National Capital Region.

# FAIRFAX COUNTY OVERVIEW

## CLIMATE

From the cherry blossoms in springtime, to the vibrant colors in the fall, the Northern Virginia living experience includes four scenic seasons. Winter temperatures average in the low 40s, with summer highs averaging in the mid-to-upper 80s. The normal mean daily temperature is 55° F.

## RECREATION AND ENTERTAINMENT

Fairfax County offers its residents a broad range of recreational, historical and entertainment options. With over 30,000 acres of park land, hiking paths, athletic fields, equestrian centers, biking trails and golf courses, there are ample means to enjoy exercise and the outdoors. Enjoy our unique neighborhoods and our nation's history at George Washington's Mount Vernon Estate, Woodlawn Plantation and George Mason's Gunston Hall. Or, visit the National Air and Space Museum's Udvar-Hazy Center by Dulles International Airport for the finest exhibits of American aviation history. The Wolf Trap Performing Arts Center, the nation's only national park for the performing arts, is also located in Fairfax County. Fairfax County residents also take advantage of nearby cultural and recreational outlets. To the east there is the Chesapeake Bay, Atlantic Ocean beaches, and the monuments, museums and nightlife in Washington, D.C. To the west are the famed Blue Ridge Mountains, Skyline Drive and the Shenandoah Valley. To the south are the Civil War battlefields surrounding Manassas, Fredericksburg and Richmond.

## TRANSPORTATION

The region's public transportation system and the county's vast network of trails provide pleasant and convenient alternative means of getting around. Whether traveling into the city or staying local, you have plenty of options to get there. National or international air travel is readily available at the Dulles International Airport, conveniently located from Western Fairfax County, and easily reached by major highways or the Washington Metro's Silver Line rail transportation system, which connects to DC and the entire National Capital Region. Metrorail's Blue, Orange, Silver, and Yellow Lines serve the county.

## GOVERNMENT

Fairfax County operates under the urban county executive form of government with a ten member elected Board of Supervisors and an appointed County Executive. Consistently recognized on a national level for its fiscal stewardship and management, Fairfax County government maintains a AAA Bond Rating. The County was recognized with an I CMA Performance Measurement Certificate of Excellence in 2009. In FY2016, the 12,000 staff member County government will operate with an adopted General Fund of \$3.81 billion and a real estate tax rate of \$1.09 per \$100 of assessed value.

## DEPARTMENT OF CODE COMPLIANCE

Established by the Board of Supervisors in July 2010, the Department of Code Compliance (DCC) provides services to protect the lives, property and environment of our community by providing a resource of trained professionals that promote and protect the integrity of our neighborhoods. This is accomplished through the enforcement of the Zoning Ordinance, Noise Ordinance, Building and Maintenance Codes, blight, grass and other safety codes utilizing communication, cooperation and education in partnership with the community. DCC has a team of 50 employees.

### VALUES

- **EDUCATION** - We are committed to providing educational and training programs through a dynamic learning system designed to meet the changing needs of our community, our work force and the public.
- **COMMITMENT**- We are dedicated to providing the highest level of professional service consistent with the goals and values of our organization.
- **TEAMWORK** - We utilize and value our collective strengths and resources by sharing, collaborating and learning from others to achieve best results.
- **RESPECT** - We work together and treat our colleagues and members of the public with compassion, dignity and professionalism.
- **INTEGRITY** - We conduct ourselves according to the highest ethical standards by communicating openly and honestly to build a sense of mutual trust while delivering quality services.
- **COMMUNICATION** - We foster a culture that stimulates and supports a free and open exchange of ideas, information and knowledge through community participation and outreach.

### ORGANIZATION

The organization of DCC is based on a combination of traditional staff alignments in code enforcement combined with the development of teams comprised of staff proficient in all aspects of code enforcement to address issues related to the Zoning Ordinance, the Virginia Maintenance Code, the Building Code, the Noise Ordinance, the Fire Code, the Health Code, the Blight Abatement Program and the Grass Ordinance. Management of the DCC is under the control and guidance of the Director and the systems operations were divided into four categories, Field Operations, Code Authority and Code Administration, Customer Support Services, and Administrative Services.

Field Operations provides technical investigative services, performing research and investigation of customer complaints, working with violators and other agencies as needed to obtain compliance, and where voluntary compliance is not feasible, working with the Code Official and legal staff through the court processes. Staffing of the five field teams is comprised of a Division Supervisor and specialists in the technical code disciplines described above, as well as support from law enforcement staff.

The Code Authority and Code Administration program is designed to provide several areas of support to staff. This position serves as the Property Maintenance Code Official for the County and also serves as the Senior Deputy Zoning Administrator with direct written authority from the Zoning Administrator to assume all duties necessary for the enforcement of the Zoning Ordinance. Code Administration reviews, responds and collaborates on proposed code

amendments, determines impact required integration into DCC services of State enabling code, and administers amendments to relevant local codes.

The Customer Support Center receives contact from the public and other sister agencies, creates service requests for referral to Operations, and provides administrative support to the agency.

Administrative Services addresses all internal operating systems that support the Department. Responsibilities include administrative support, budget preparation, HR systems management, purchasing, and financial accounting and forecasting.

DCC has an operational budget of roughly \$4.5 million and processes invoices for abatement of grass violations and blighted properties.

## **THE POSITION**

The Director formulates broad objectives, strategies and policies to carry out the mission of the Department. The position provides overall direction and leadership to approximately 50 technical, professional, and administrative staff. The position establishes strategic direction and planning with its partnering agencies (Planning and Development, Public Safety, Human Services) and elected/appointed officials. In addition to creating good working relationships with County staff, the Director builds strong ongoing relationships with community partners and stakeholders using a variety of methods, including social media, newsletters, and other types of outreach. The position also makes recommendations on statewide code enforcement legislation, coordinating with respective code officials to state counterparts/regulators, community stakeholders, concerned citizen groups and the Board of Supervisors.

## **THE CHALLENGES**

Changes in community trends, expectations and needs while managing technical operations with evolving code amendments and enabling authority creates the greatest challenges to DCC. Identifying code violation trends across a very diverse community with multiple cultural norms, communicating with over 130 languages and dialects, requires a continuous outreach effort to partner with the communities and key agency stakeholders to best align policies, services, resources and priorities to meet those ever-changing needs and expectations. Code compliance trends and needs have changed over the past several years from a proliferation of boarding houses in 2007 to challenges with noise, provide and roadway signage, as well as changes in the blighted properties programs at the present time.

## **MINIMUM QUALIFICATIONS**

Any combination of education, experience and training equivalent to graduation from an accredited four-year college or university with a bachelor's degree in engineering, planning, architecture, public administration, health administration, community development, or a related field, plus eight years of experience managing a professional staff engaged in the provision of code compliance, land development, planning, and/or community and neighborhood activities and services.

## **THE IDEAL CANDIDATE**

- Has experience and abilities to plan, evaluate and implement a comprehensive code compliance program;
- Is a strong leader and able establish and maintain effective working relationships with subordinates, coworkers, County officials, public- and private-sector organizations, community groups, and the public;
- Is an excellent communicator who understands the importance of public engagement and providing open and honest dialogue on regulatory issues and can effectively communicate and collaborate with elected officials, staff, industry and community stakeholders, and the general public;
- Possesses an ability to develop and implement departmental goals and objectives, coordinate and implement departmental changes, and to effectively manage, train and motivate employees;
- Is a highly effective strategic communicator with clear and concise oral and written skills;
- Is able to build consensus, resolve problems and effect sound conflict management, negotiation;
- Has abilities to link agency and system wide strategic thinking and priorities with division specific operational plans;
- Possesses experience and capabilities to analyze data and draw sound conclusions;
- Demonstrated ability to plan, direct and coordinate the work of a diverse organization of professional and technical staff;
- Has extensive knowledge of state and local laws, codes, regulations and ordinance pertaining to building codes, property maintenance, zoning enforcement, health and safety menaces, and blight pertaining to existing residential and commercial properties and structures thereon;
- Has knowledge of and the ability to apply the principles of administration, including organization, personnel, budget and management analysis;
- Is knowledgeable of the Virginia legislative and political process;
- Is able to plan, evaluate and implement a comprehensive code enforcement program;
- Is solutions-oriented and customer-focused in setting and achieving high standards with respect to enhancing service quality and timeliness.

## **SPECIAL REQUIREMENTS**

The appointee to this position will be required to complete a criminal background check and credit check to the satisfaction of the employer.

## **COMPENSATION AND BENEFITS**

Salary is negotiable with the established range (\$96,910 - \$161,516) depending on the qualifications and relevant experience of the selected candidate. Fairfax County Government's total compensation package includes:

- Defined benefit retirement system and deferred compensation program option
- Outstanding and affordable health, dental and life insurance plans
- Generous leave benefits and paid holidays

## TO APPLY

Fairfax County utilizes an online application system powered by NeoGov. To view the complete job advertisement, application instructions and to submit your application, go to <https://www.governmentjobs.com/careers/fairfaxcounty> and refer to position #15-02279 when applying. Deadline for applications is January 1, 2016.

Fairfax County is an Equal Opportunity Employer that does not discriminate on the basis of race, color, sex, creed, religion, national origin, age, disability, genetic information, veterans' status or disabled veterans' status. Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. Minorities and people with disabilities are encouraged to apply. EEO/AA/TTY.

<http://www.fairfaxcounty.gov/jobs/>

