

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1083

**TITLE:** DIRECTOR, OFFICE OF COMMUNITY REVITALIZATION (OCR)

**GRADE:** E-11

**DEFINITION:**

Under the administrative direction of the County Executive, plans, directs and oversees the OCRR, which is dedicated to the development and implementation of a County-wide comprehensive commercial revitalization and reinvestment program; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

The Director, OCRR is exempt from the County's merit system under Article 4, Subsection 15.2-821 of the Code of Virginia and Section 3-1-2(b)(1) of the Merit System Ordinance.

This class is distinguished from the Deputy in that the Director of the OCRR has overall responsibility for the office while the Deputy Director, OCRR manages the day-to-day operations of the office and its programs.

**ILLUSTRATIVE DUTIES:**

Directs the office in providing services, resources and programs to meet the evolving need for commercial revitalization and reinvestment throughout the County;

Leads the development of a strategic plan, goals and objectives, and performance measures that will enable effective planning for commercial revitalization and reinvestment;

Determines need for service and recommends establishment of programs to meet service needs;

Directs studies to evaluate service needs and develop responsive revitalization and reinvestment strategies;

Coordinate support to the Board of Supervisors and their Community Revitalization and Reinvestment Committee as necessary;

Partners with County departments and agencies, local revitalization organizations, citizens, community businesses and investors to achieve County revitalization and reinvestment goals;

Oversees development of policy and procedure related to office's goals;

Monitors federal, state and local legislation to evaluate impact on County revitalization efforts;

Serves as part of the County's Senior Management Team and maintains effective communication with other team members to enhance collaborative efforts across common areas;

Oversees budget preparation;

Oversees allocation of resources and establishes internal controls to ensure judicious use of County resources;

Manages subordinate staff, ensuring adequate supervision, staffing, training and development.

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**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the principles, methods and problems of public administration, organization management and planning;

Extensive knowledge of the principles and practices of planning and development in the public sector;

Specialized knowledge in land use, capital improvements, and commercial development and redevelopment;

Knowledge of laws and statutes related to redevelopment and revitalization;

Advanced knowledge of the principles and methods of planning, zoning, and redevelopment;

Ability to plan, organize, direct and manage the activities of subordinate staff;

Ability to establish and maintain effective relationships with subordinates, peers, elected officials, citizen groups, boards, commissions and other agencies;

Ability to develop and implement office goals and objectives;

Ability to effectively manage, train and motivate employees;

Ability to communicate clearly and concisely.

**EMPLOYMENT STANDARDS:**

Any combination of education and experience and training equivalent to:

A Master's degree in planning, economics, or a related field from an accredited college or university plus six years of increasingly responsible planning, community development/redevelopment, real estate finance, zoning or economic development experience, to include supervision of planning, zoning or development experience.

**CERTIFICATES AND LICENSES REQUIRED:**

This position will be subject to a criminal history record check and a credit check as a condition of hiring.

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| REGRADE/RETITLE:    | April 11, 2013 |
| EXEMPT CODE CHANGE: | June 2009      |
| ESTABLISHED:        | April 12, 2007 |