

LOUDOUN COUNTY

DEPUTY COUNTY ADMINISTRATOR





The Position

Loudoun County is seeking a customer-focused, collaborative leader to join its executive management team. The ideal Deputy County Administrator (DCA) is a dynamic leader prepared to manage the significant challenges and unique opportunities of a quickly changing county in the Commonwealth, balancing a strong focus on high-quality daily operations with long-term strategic planning. Serving a politically and financially stable jurisdiction known for responsive service and community support, the DCA has a vital opportunity to lead an integrated, highly professional team in continuing the County's reputation for providing high-quality services to its residents and businesses amidst rapid expansion and increasing organizational complexity. The County may hire two Deputy County Administrators from this pool of applicants.

As a key member of the County Administrator's Executive Leadership Team, the Deputy County Administrator is one of the County's most crucial operational leaders. This position requires executive management proficiency in navigating a sophisticated government structure and overseeing a diverse portfolio of departments. Leveraging operational knowledge spanning areas like community development and transportation, general government and internal services, health and human services, parks/recreation and culture, and public safety, the DCA provides direction and strategic counsel on complex inter-departmental initiatives, capital projects, and community-wide issues. This oversight ensures that the County efficiently translates the vision of the Board of Supervisors into exceptional public service delivery.

Loudoun County's FY 2026 adopted operating budget totals approximately \$4.7 billion in total appropriations, including \$2.1 billion for Loudoun County Public Schools, \$1.1 billion for general (County) government operations, and approximately \$10.3 million for the Children's Services Act for At-Risk Youth and Families (CSA). Loudoun County has an overall workforce of approximately 5,300 full-time equivalent (FTE) positions. The County Administration department manages 145.13 FTE positions, encompassing critical administrative, strategic, and management functions across several key Offices and Program Areas, including: Executive Management; Management and Budget; Real Property Asset Management and Planning; Emergency Management and Safety & Security; Equity and Inclusion; Public Affairs and Communications; and Health Information Safeguards and Accountability. The Department exercises daily management and supervision of all County operations, assists the Board in developing its strategic priorities, manages the Board's business process, and oversees crucial central services essential to supporting a rapidly growing jurisdiction.

The Deputy County Administrator reports to the County Administrator and provides oversight of a portfolio of assigned departments, major projects, and interdepartmental initiatives. In addition, the DCA works closely with the Board of Supervisors, community and business leaders, and other state and local governmental officials. The position is one of four Deputy County Administrators in the office, each of which has operational supervision of departments and functions with the County government. The current portfolios of departmental and functional oversight for the Deputy County Administrators may change.

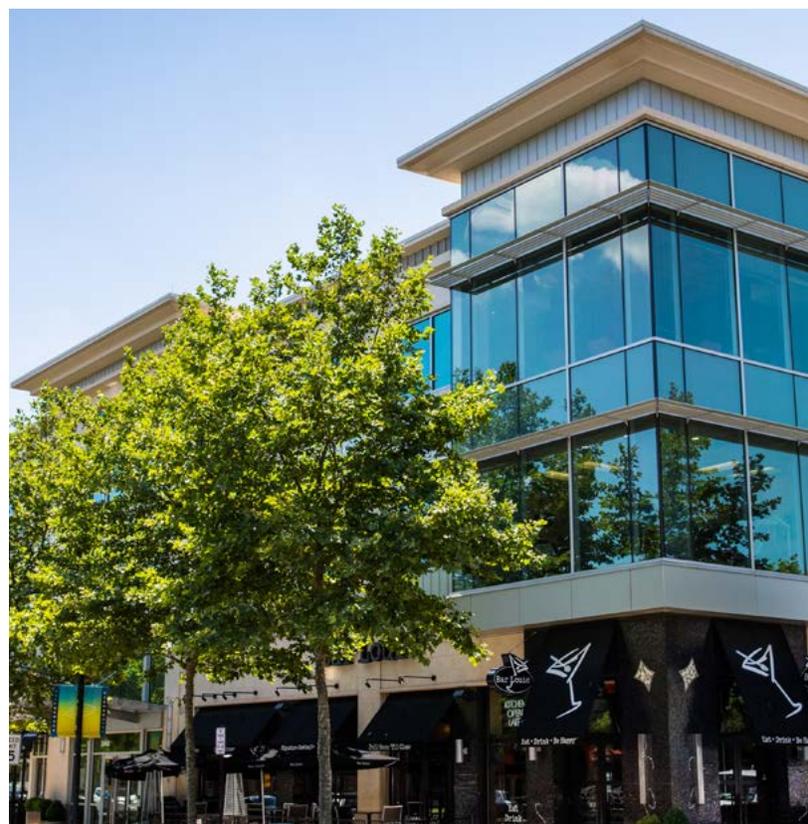
Priorities

- Build collaborative working relationships with County leadership to include the Board of Supervisors.
- Foster trust, collaboration, and teamwork across County departments and agencies.
- Become familiar with the County's collective bargaining ordinance and the current collective bargaining agreements.
- Review and make recommendations on strategic planning initiatives for potential inclusion in the Board of Supervisors' Strategic Plan. Prioritize approaches to policy/code/ordinance development that lead to equitable outcomes and support the greatest impact on our community.
- Develop an individual professional development plan through the resources available from Human Resources and accepted professional associations, such as ICMA.

The Successful Candidate

The Deputy County Administrator will be an excellent communicator that is able to translate complex issues in a concise way. Working closely with the County Administrator, this person will be collaborative and able to build partnerships across agencies and organizations that have similar objectives while seeking to enhance the County's ability to meet community needs. The ideal candidate will be able to operate in a fast-paced and demanding environment with high expectations for both producing work and managing others. The ideal candidate will be an experienced manager with a wide variety of operational knowledge that could include some or all of the following: community development and transportation, general government and internal services, health and human services, parks/recreation and culture, and public safety. This person will bring creative solutions to complex problems, experience in a diverse and inclusive workforce, and the ability to navigate a large, sophisticated organization.

The Deputy County Administrator will spend time getting to know the workforce and operational issues and seek data-driven solutions. This person will bring a strategic perspective, be able to see beyond the immediate pressures, and stay focused on the important long-term objectives. The ideal candidate will be innovative and will review and improve business and operational processes. The Deputy County Administrator will mentor staff, develop leaders, and strengthen the organization's capacity to serve. The ideal candidate will be someone who has successfully led divisions, departments, or local government organizations with strong leadership, fairness, patience, humility, and a sense of humor. This person will also be able to delegate effectively, give guidance, and follow up with staff to ensure the organization's commitment to service delivery. Finally, the Deputy County Administrator will represent the County Administrator in a variety of formal and informal settings, be expected to appropriately represent the interests of the County, the Board, and the Office, and will occasionally be expected to act on behalf of and in the absence of the County Administrator.





Qualifications

Minimum requirements include any combination of education and experience equivalent to a master's degree in business or public administration or a closely related field with seven (7) years of progressively responsible experience, including three (3) years in a management role.

Preferred qualifications include a high level of responsibility in a senior-level position with supervisory oversight, service as a department head, working in a fast-paced, high-demand local government environment, and experience in a multicultural, growing community.

Inside The Department

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 General Fund totals approximately \$3 billion for the FY 2026 Adopted Budget. 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, 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 County Administrator Office

The Office of the County Administrator provides professional public policy advice to the Board of Supervisors (Board) and County Government leadership, as well as executive oversight and direction to organizational staff, to implement the vision and strategic plan of the Board. In addition, the Office of the County Administrator leads all countywide activities in the areas of management and budget, performance measurement, emergency management, public affairs and communications, equity and inclusion, the Legislative Program, the Virginia Freedom of Information Act (FOIA), the Health Insurance Portability and Accountability Act (HIPAA), and Opioid Settlement funds.

[Office of the County Administrator Organizational Chart](#)

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 453,800 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 expected hiring range is \$250,000 - \$275,000 depending on qualifications. Loudoun County provides an excellent benefits package. Learn more about the County's options and employee-based benefits [here](#).



How to Apply

Applications will be accepted electronically by Raftelis at jobs.crelate.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 **February 9, 2026**.



Questions

Please direct questions to Catherine Tuck Parrish at ctuckparrish@raftelis.com and Niayla Hairston at nhairston@raftelis.com.

