



Chesterfield County, Virginia announces the recruitment for
the position of **Capital Programs Division Chief**

A great place to

live



work



play



and learn

Living, Learning, Working and Playing in Chesterfield County

Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, within a one-day commute of 50 percent of the U.S. population, 65 percent of the nation's manufacturing operations, and 60 percent of the corporate headquarters in the country.



Chesterfield County is part of the Richmond/Petersburg Metropolitan Statistical Area and is bounded by the cities of Richmond, Petersburg, Hopewell and Colonial Heights. Situated between the James and Appomattox rivers, Chesterfield's land area totals 446 square miles and consists of a pleasant mix of suburban communities that are within a two-hour drive of Virginia beaches, the Blue Ridge Parkway and Washington, D.C.

Chesterfield County is the largest locality in the Richmond/Petersburg MSA and the fourth largest county in Virginia. Growth is expected to continue in Chesterfield that will result in a projected increase of more than 75,000 persons by 2040. As of January 1, 2016, the county had approximately 337,000 residents. About 69.3 percent of the population is White, 22.7 percent is Black or African American, 7.6 percent is Hispanic or Latino, 3.5 percent is Asian and 2.5 percent is classified as "some other race." The median age of a county resident is 38 years.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27 degrees and July has an average temperature of 89 degrees.

Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff, and Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2016 public safety workforce statistics include:

- Police department has 606 full-time employees.
- Fire & EMS department has 496 full-time employees.
- Sheriff's Office has 259 full-time employees.
- Emergency Communications Center has 75 full-time employees.

The county's public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority, particularly with 21 percent being eligible for retirement in the next three months.

Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 59,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

Financial Integrity and Stability

Chesterfield County is one of fewer than 25 counties in the nation to hold **AAA ratings from all three major bond rating agencies**. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved **AAA ratings on its revenue bonds from the three top rating services**. The highest of bond ratings recognizes the Utilities Department's excellent financial profile, low debt burden, manageable capital plan and affordable rates as the keys to the department's success.

The county holds both the **Award for Distinguished Budget Presentation** and the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association. The FY2016 budget for the county totals \$1.3 billion, with the two largest components of the budget being the county's general fund (\$785.6 million) and the school fund (\$637.2 million). The county's net assets of approximately \$1.8 billion are distributed throughout the county.

Accessibility

Transportation and Commerce

Chesterfield County's road system is a model of efficiency and convenience, with the county's main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today's traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county's



airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily accessible,

no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

Digital Community

Chesterfield placed first on the Digital Counties Survey for the third time in the past six years. The county has been named among the top 10 counties nationwide five times in the past six years. This award recognizes Chesterfield's innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.



Leaders in Healthcare

Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, a trauma center, a major cancer center and a major medical school in the region.

Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, The Senior Advocate Office, which serves residents, ages 60 and older, their family members and caregivers and provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.

- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2013, Chesterfield County voters approved a \$304 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth related issues by planning programs and offering policy recommendations to the Board of Supervisors.

Life Long Learning

County Residents

Chesterfield County Public Library (CCPL) is an award-winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county's 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

County Employees

Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,256 county government employees and 7,532 schools employees. Investing in the staff's professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county's mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.

Award Winning County

- Chesterfield County received **10 achievement awards from the National Association of Counties (NACo)** in 2015.
- In 2014, Chesterfield County achieved a ranking of **22 on Training Magazine’s Top 125** employers in the nation that provide outstanding employee development opportunities.
- In 2012, for the sixth time, Chesterfield County was designated as one of the **100 Best Communities for Young People** by America’s Promise-The Alliance for Youth.
- Chesterfield County received the **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association in 2006.
- In 2004, Chesterfield County was selected as the **17th Best Place to Live in America** by American City Business Journal.
- Chesterfield County received the **Award for Continuing Excellence (ACE)** in 2004.
- In 1994, the county received the **Gold Medallion Senate Productivity Award**.



Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county’s chief administrative officer under the board’s direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs, and overseeing the conduct of the county’s affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.

Chesterfield County Board of Supervisors



Steve A. Elswick
Chairman
Matoaca District



Dorothy Jaeckle
Vice-Chairman
Bermuda District



Christopher Winslow
Clover Hill District

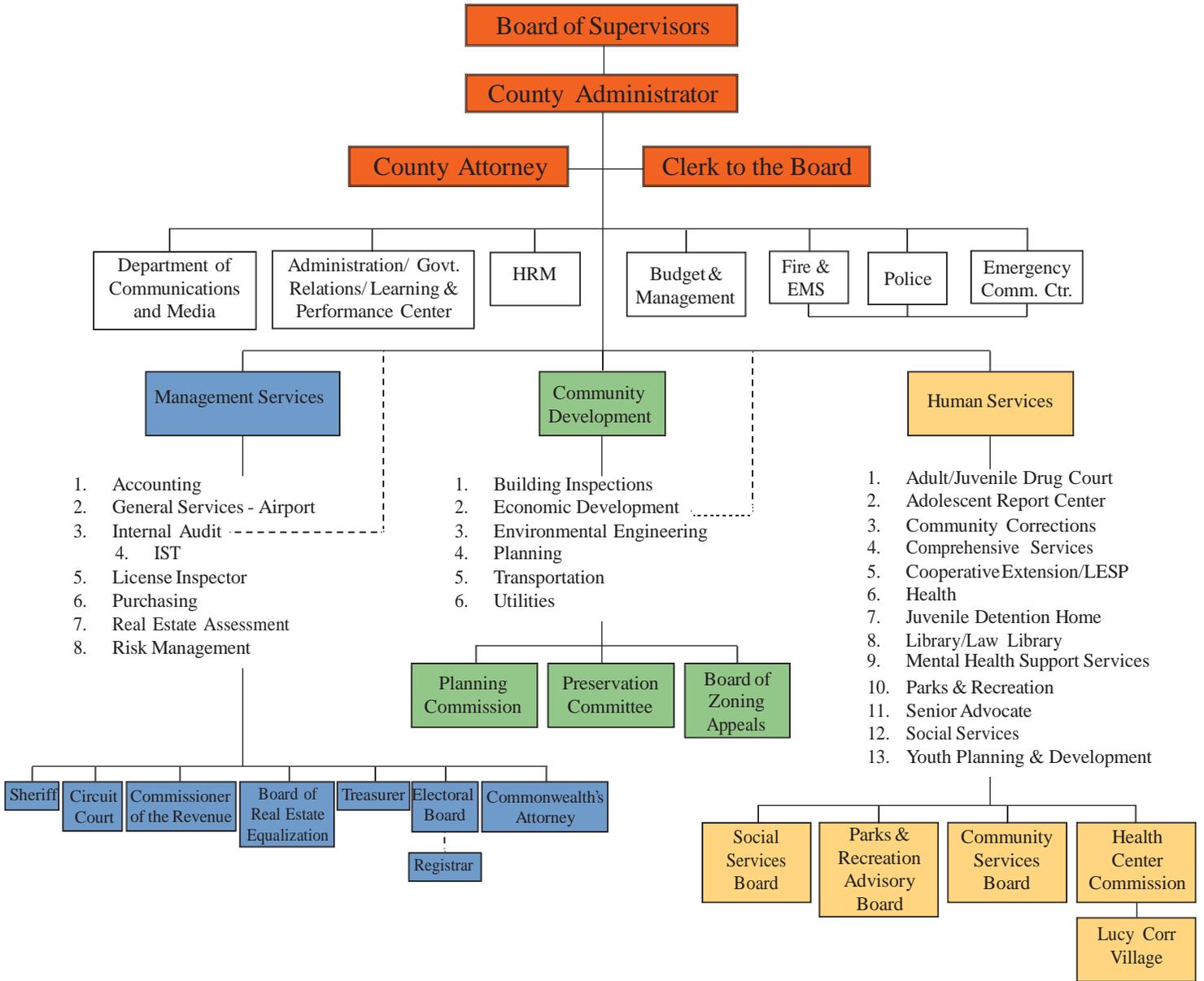


James "Jim" Holland
Dale District



Leslie Haley
Midlothian District

Chesterfield County Organizational Structure



Chesterfield County Strategic Plan

Mission

Providing a FIRST CHOICE community through excellence in public service

Vision

To be an extraordinary and innovative community in which to live, learn, work and play

Values

Results, Innovation, Service, Ethics



Model for excellence in government



Safety and Security



Economic prosperity and educational excellence



Healthy living and well-being



Thriving communities and environmental stewardship

The Position

Capital Programs Division Chief

The Capital Programs Division Chief is responsible for providing leadership and management of the County's comprehensive facilities capital planning, construction and engineering programs. The Division Chief is tasked with utilizing an integrated facilities management philosophy and works in close coordination with the Department of General Services leadership and numerous stakeholders. As a member of the Department of General Services Leadership team, the Division Chief also has fiscal oversight of project budgets ranging from \$25,000 to over \$10 million as well as a division budget of \$655,000.

Major Duties and Responsibilities of the Position Include:

- Capital Improvement Program technical development
- Space planning
- Programming, scope development, design, construction and renovation activities
- Completion of facility condition assessments and utilization of this data for capital planning
- Major maintenance planning & execution in coordination with Buildings and Grounds Division Chief
- Supervise building system engineering and energy management functions, project managers and construction field coordinators

Current and Future Large Projects

The Division Chief will play a vital role in the following major projects which are underway or soon planned to occur in the County.

- Lane B. Ramsey Administration Building Basement and 1st Floor Renovations
- Smith-Wagner Building (Health and Social Services) Renovation and Expansion
- Chesterfield Center for the Arts
- Public Safety Training Center – Fire and EMS Training Tower
- Fire Station 22
- Central Library/Extension Services/Parks and Recreation Office Renovations

Other planned projects include a wide range of major maintenance improvements in County buildings including office and training facilities, historic properties and community centers.

Position Requirements

The ideal candidate will have a bachelor's degree in architecture, engineering or related field with at least seven (7) years of progressively responsible experience in commercial and/or government facility construction and renovation, including five (5) years in a leadership capacity or an equivalent combination of training and experience. Successful candidates will have experience working in the field of construction and actively participating in projects and be knowledgeable about the details of projects. Individuals should possess strong skills in financial planning and budgeting. Experience with alternate project delivery methods is also desired but not required.

Knowledge, Skills and Abilities

- Ability to embrace and foster an integrated facilities management philosophy in all its facets
- Able to strategically communicate across all levels, to include professional staff, contractors, field staff, elected officials and residents
- Exceptional strategic planning and presentation skills
- Strong leader with ability to build and develop teamwork in a fast-paced environment
- Ability to understand business processes associated with construction and renovation in a government environment
- Advocate for project management staff in navigating challenges to projects (budgets, unusual circumstances, etc.)
- Ability to utilize project governance policy as a tool to help complete projects on time and on budget
- Ability to assess, forecast and assign project workload in an equitable manner
- The ability to manage a staff of six (6) seasoned and highly motivated professionals
- Effective decision making ability



Compensation and Benefits

The full salary range for this position is \$79,666 - \$136,036. The hiring salary is negotiable and anticipated to be between \$107,000 - \$115,000, depending on qualifications, experience and salary history. The successful candidate will be offered a comprehensive benefits package to include:

- Virginia Retirement System
- Health and Dental Insurance
- Deferred Compensation
- Paid Time Off Benefit
- Paid Holidays
- Group Life Insurance
- Professional Development Opportunities
- Short-Term and Long-Term Disability
- Tuition Assistance Program
- Long-Term Care Insurance
- Employee Assistance Program
- FSA

Application Process

The application deadline date is May 19, 2016. To be considered, please submit an application, cover letter and resume at <http://www.chesterfield.gov/careers>.

Following the deadline date, applications and supporting documents will be screened by Waters & Company based on criteria established by the County. The County will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Chesterfield in June 2016. For more information, please contact **John Anzivino** at richmond@waters-company.com.

This position is subject to working in high security areas governed by the US Department of Justice's "Criminal Justice Information Services (CJIS) Security Policy" and therefore requires successfully passing a more stringent criminal background check. A pre-employment drug test is also required.



Chesterfield County Is An Equal Opportunity Employer Committed to Workforce Diversity