

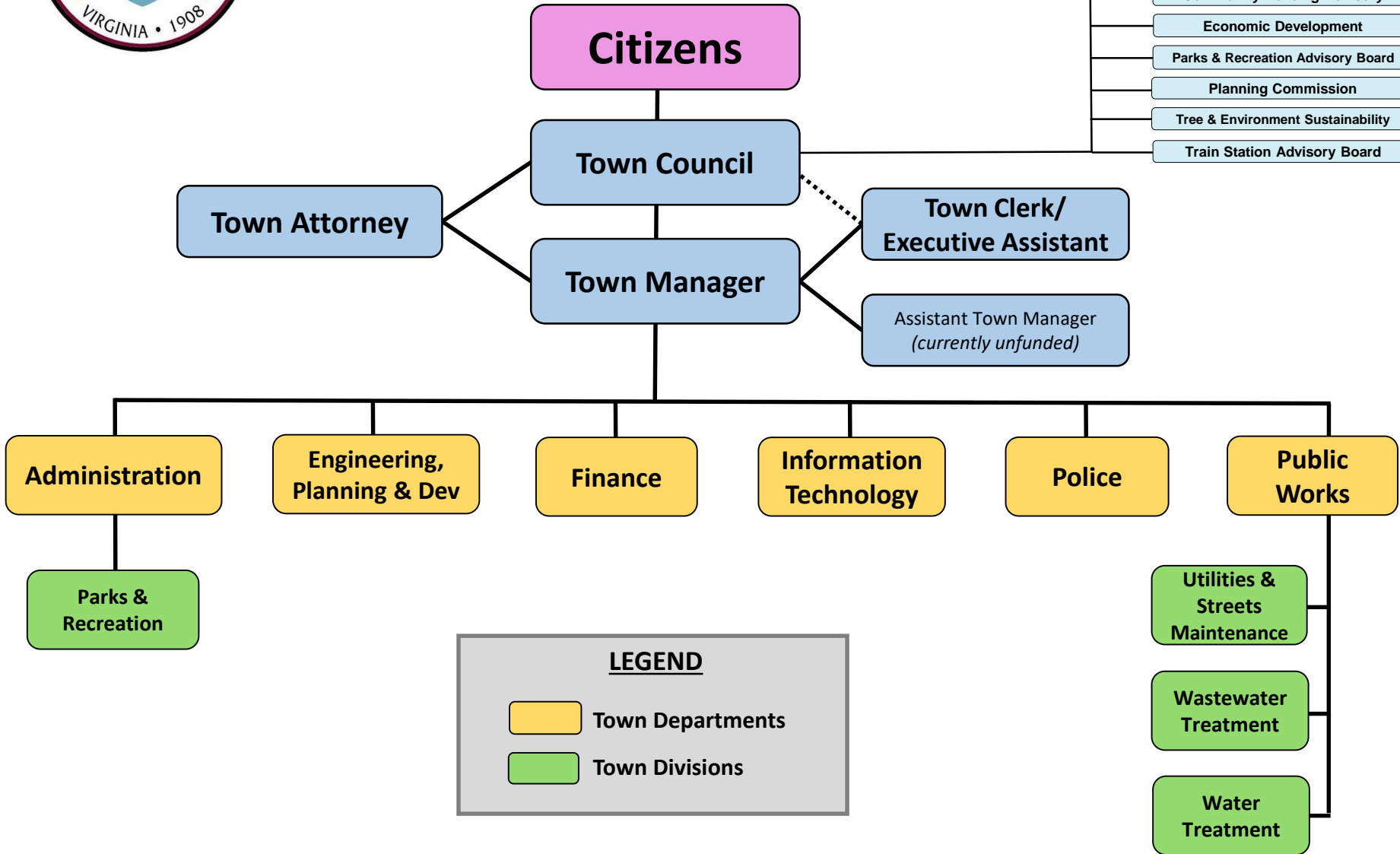


Town Organization Chart

Effective March 15, 2021

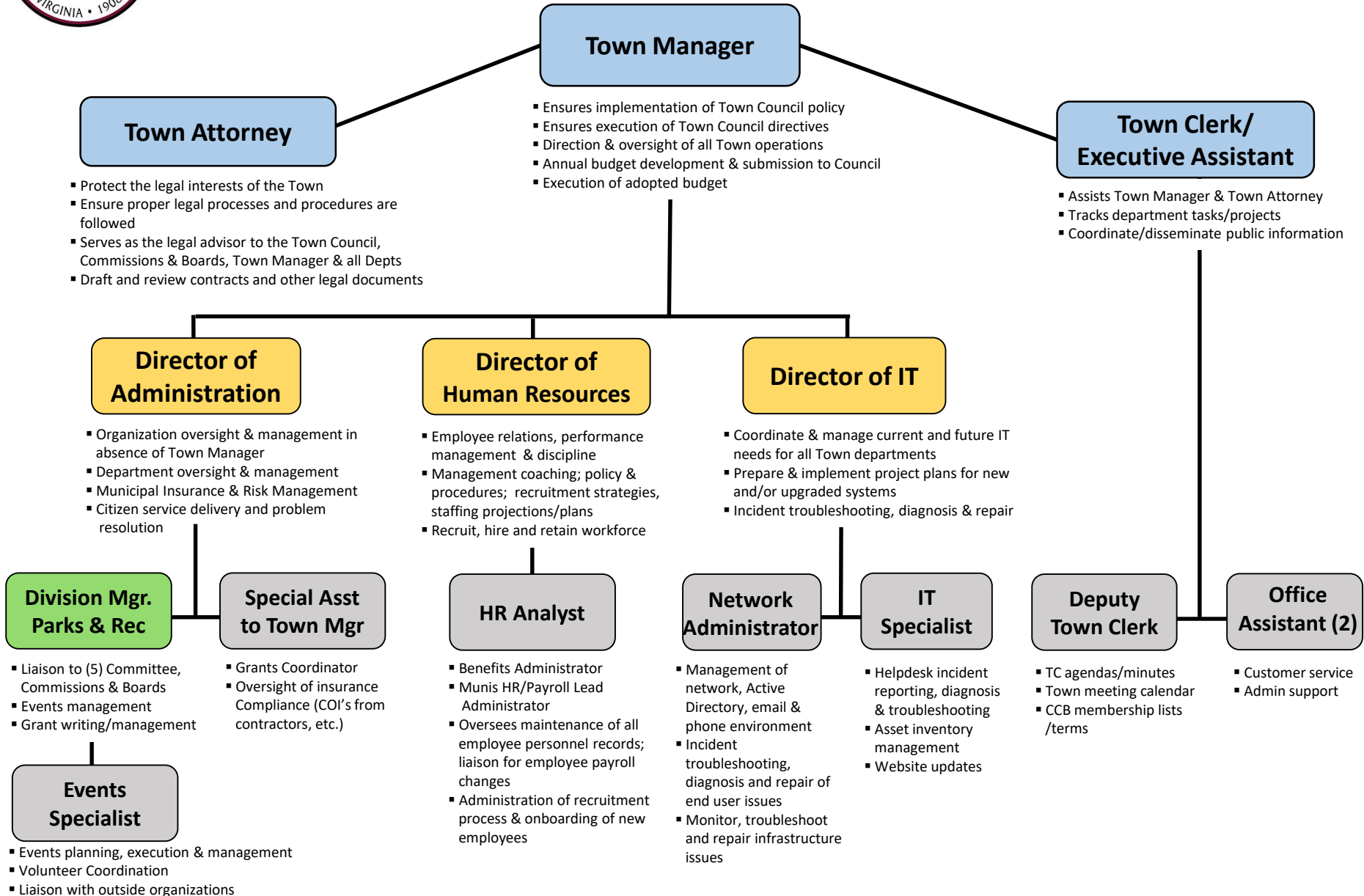
Boards, Commissions & Committees

- Arts Council
- Board of Architectural Review
- Board of Zoning Appeals
- Community Policing Advisory
- Economic Development
- Parks & Recreation Advisory Board
- Planning Commission
- Tree & Environment Sustainability
- Train Station Advisory Board





Administration





Engineering, Planning & Development

Director of Engineering, Planning & Development

- Overall management and coordination of the dept
- Manages certain capital projects, prepares grant applications for VDOT Revenue Sharing, Loudoun County capital projects grants, federal funding, with assistance from CP management

Director of Planning & Economic Development

- Town Zoning Administrator
- Works with Senior Planner to coordinate with developers, promote economic development within the Town
- Reviews site plans

Capital Projects Coordinator

- Manage capital projects, especially those with VDOT or Federal funding
- Submits reimbursement requests as needed
- Tracks projects throughout, from concept to construction and final completion

GIS & Special Projects Coordinator

- Coordinate updates to the GIS as needed
- Provide mapping assistance and GIS assistance to department as needed
- Research deeds & easements, especially for water/sewer in cooperation with PW maintenance
- Review plans, especially fence permit applications
- Limited Capital Project management

Site Inspector

- Inspection of water, sewer, and roadway infrastructure for both private and public projects
- Grease & Grit policy tracking and enforcement as needed
- Cross Connection control tracking and enforcement as needed
- Right-of-way permit review, tracking, inspection, coordination with applicants
- Paving replacement program coordination

Asset Management Coordinator

- Evaluate assets at all Town facilities, in cooperation with PW Director & Superintendents
- Assign values, useable life, time for replacement and estimated cost
- Work with dept mgmt to repair/replace assets, track the replacements and keep the asset mgmt listing up to date
- Serve as backup to the Site Inspector as necessary
- Capital asset replacement plan for all infrastructure, facilities and assets

Senior Planner

- Plan review, Comprehensive Plan coordination, zoning and other ordinance revisions
- Liaison for (3) CCB's

Permit & Code Enforcement Coordinator

- Receives permit applications, sends applications to reviewers including outside referral agencies
- Tracks review comments and coordinates with applicant and P&Z Administrator

Facilities Specialist

- Repair/replace and assist in identification of needs at each of the Town Facilities
- Assist with inspections from outside sources as needed to identify needs and costs



Finance

Director of Finance

- Department oversight & management
- Munis ERP Project Exec Sponsor
- Financial Admin & Coordination of Financial Advisors
- Long term fiscal planning & credit rating
- Treasury Management & Investment

Assistant Director

- Management of Revenue Team
- Support to Department Director
- Munis ERP Project Manager
- Revenue Analysis

Sr. Accounting Technician

- Utility Billing & Acct Management
- Munis Utility Billing Implementer
- Customer Service
- Customer Operations Lead

Accounting Specialist

- Business License Lead
- Munis Business License implementor
- Tax research & adjustments
- Customer service

Accounting Technician (3)

- Customer service & front desk
- Meals Tax & Misc Receivables Lead
- Records Management
- Payment processing

Procurement Specialist

- Compliance - Town Procurement Policy & Public Procurement Act
- Manage formal solicitation process
- Munis Procurement Implementer
- Procurement support to all depts
- Purchase order management

Financial Analyst

- Budget & CIP Development & process
- Munis Budget Implementer
- Budget document & GFOA award
- Financial analysis

Accounting Manager

- Management of Accounting Team
- Munis Accounting, Open Finance & HR/Payroll Lead Implementer
- General ledger management
- Manage annual audit, CAFR prep & GFOA award
- Financial analysis & CIP

Accounting Technician (A/P)

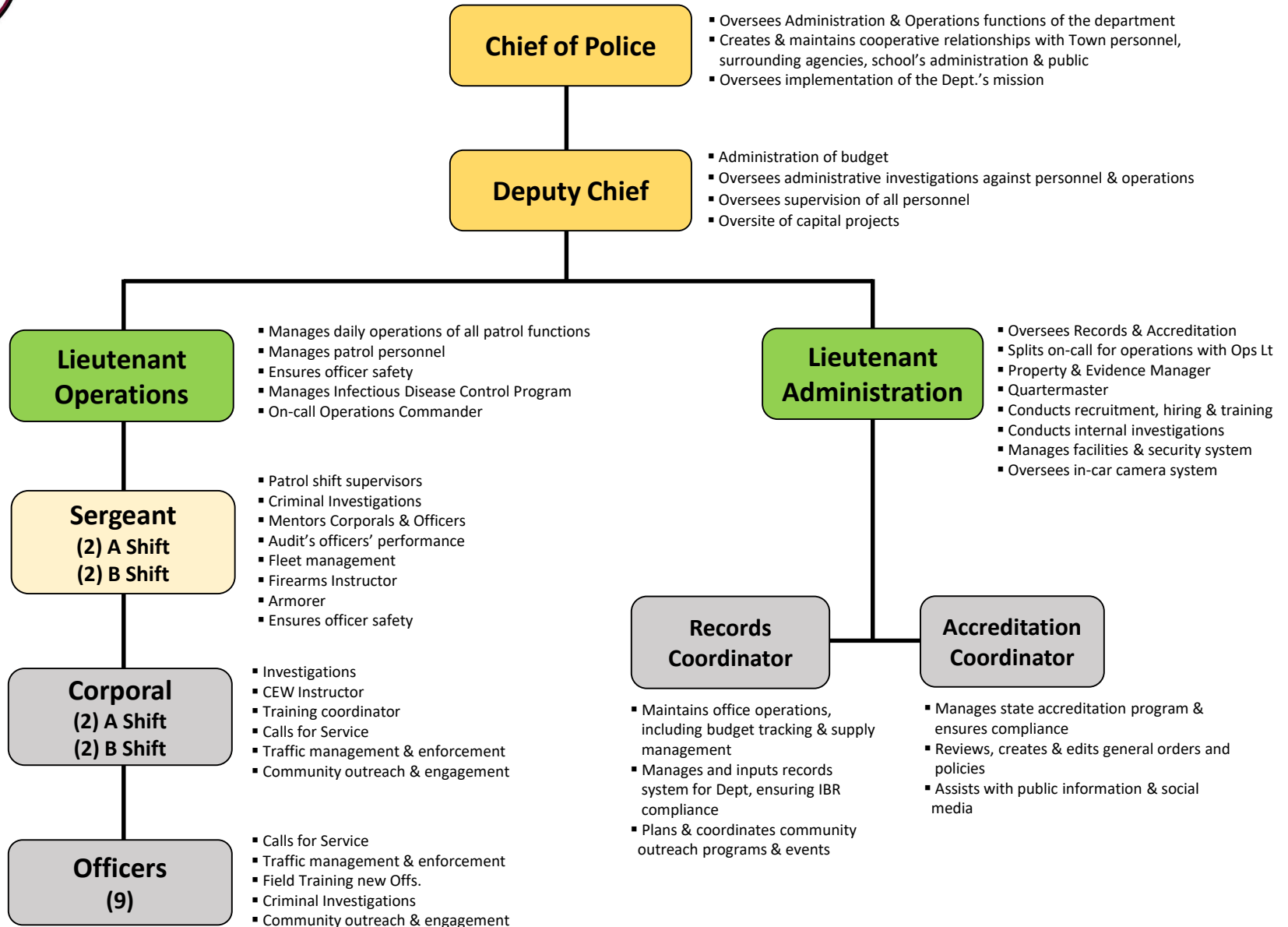
- Invoice processing
- Vendor account maintenance
- Payment distribution

Payroll Specialist

- Munis Payroll processing
- Accounts payable
- Fixed asset inventory And database
- Procurement backup



Police





Public Works

Director of Public Works

- Public Works liaison for Town Office, Council, Mayor & residents
- Attend various meetings as PW representative
- Responsible for all operations, budget development and tracking, and quality assurance/control

Public Works Coordinator

- Assists Director w/scheduling, project tracking, and budget management
- Fields and resolves customer complaints
- Assists in fleet management & maintenance scheduling operations

Maintenance Superintendent

- Oversees utility infrastructure maint., upgrades & repairs.
- Oversees fleet purchases and repairs
- Maintains beehive work order system
- Oversees buildings, ground maint & repair activities
- Checks projects for progress & conformance to work plans & orders

Wastewater Superintendent

- Plans, organizes and directs the operation of the WTP & related facilities
- Support Engineering Dept with projects
- Develop and maintain budget
- Ensures plant efficiency

Water Superintendent

- Plans, organizes and directs the operation of the WTP & related facilities
- Monitors & administers the division budget; prepares annual operation budget & assists in the capital projects budget
- Ensures plant efficiency

Team Lead Streets & Maintenance

- Supervises team responsible for repairs & maintenance of streets;
- Landscaping & mowing contract management

Team Lead Utilities

- Supervises team responsible for installation, repair & maintenance of water distribution & sewage collection system - assists with repairs
- Preventative maintenance & planning

Senior Hydrogeologist

- Oversees regulatory compliance of operations, sampling programs, permits
- Evaluates system capacity, well perf, loss & demand
- Coordinates work & training scheduling along w/monthly department meeting

Meter Technician

- Installs & repairs water meters
- Reads meters for billing purposes
- Turns service on & off

Utility Maint Tech

- Preventative maintenance on facility & all equipment
- Repair equipment
- Maintenance cost tracking

Maint. Tech (2)

- Maintain easements
- Mows, trims & Landscapes facilities & VDOT ROW
- Snow removal

Maint. Mechanic

- Maintain town vehicles & equipment
- Support utility & street crews
- Snow removal

Maint. Tech (3)

- Maintain water/ sewer distribution & transmission lines
- Maintain easements
- Clean storm drains & catch basins
- Snow removal

Operators (5)

- Verify plant operations
- Plant housekeeping
- Calibration of equipment

Lab Tech (2)

- Analyze all permitted samples
- Outside lab oversight / quality control
- Maintain chemical inventory

Utility Maint Tech

- Preventative maintenance on facility & all equipment
- Repair equipment
- Maintenance cost tracking

Operators (6)

- Operates surface water treatment plant & wells
- Collects & performs water sample testing
- Ensures plant in compliance by making chemical adjustments