

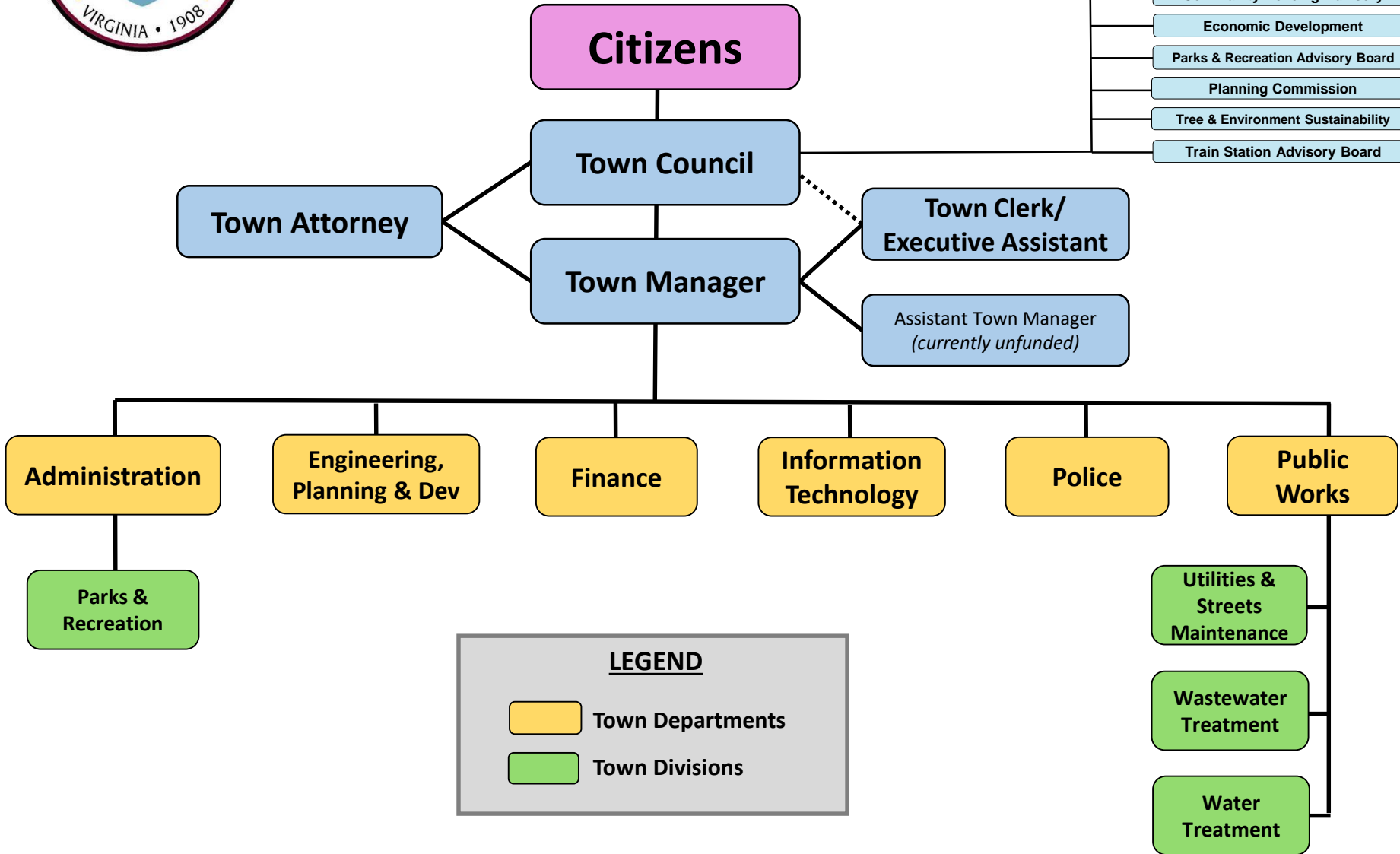


Town Organization Chart

Effective April, 2023

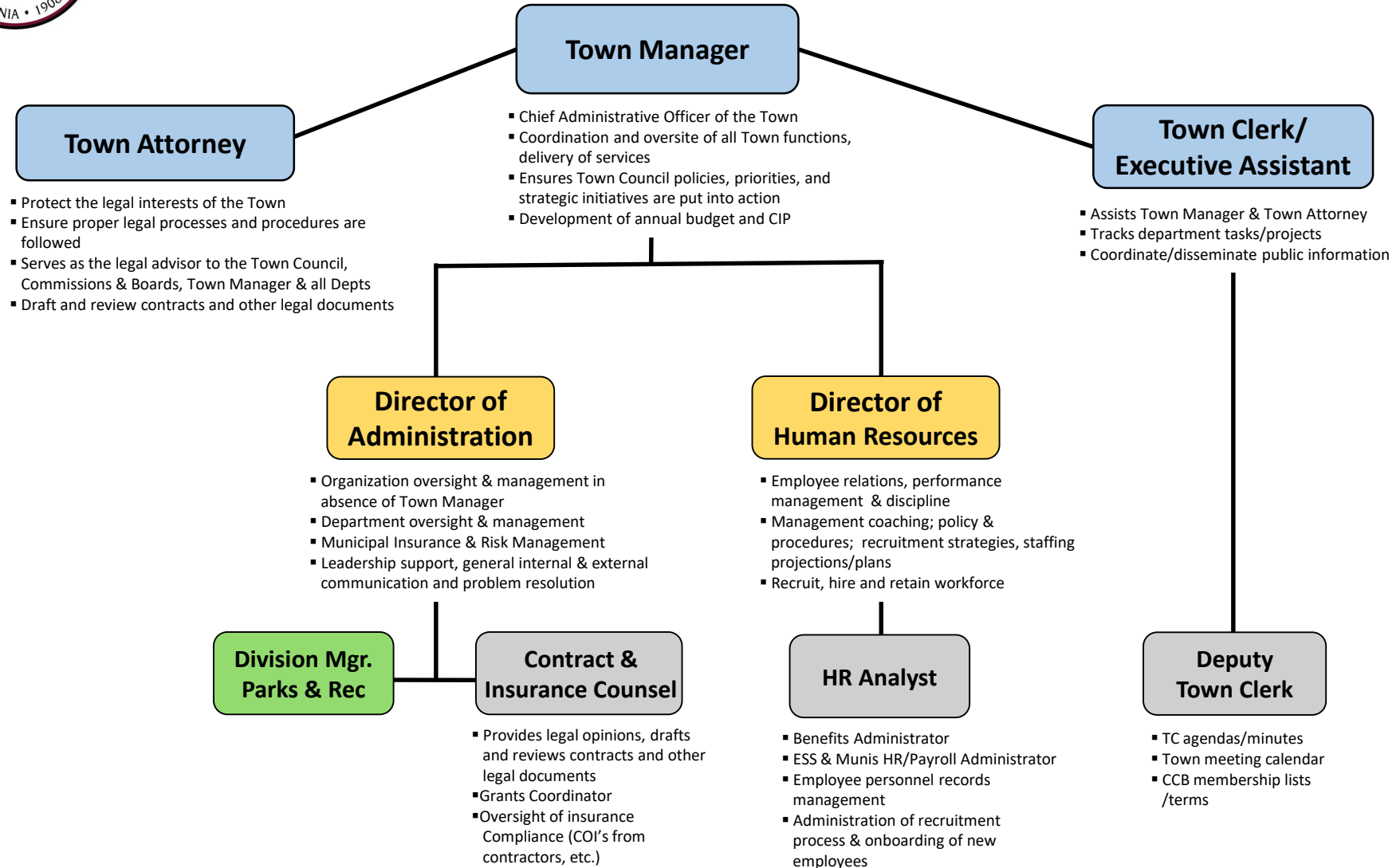
Boards, Commissions & Committees

- 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

Planning Manager

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

Senior Planner

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

Planning Operations Coordinator

- Administration of CCB's, attendance at night meetings
- Preparation of agendas and minutes
- Customer service and general administrative assistance for dept.

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, roadway infrastructure for both private/public projects
- Grease & Grit policy tracking and enforcement as needed
- Cross Connection control tracking and enforcement
- 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

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

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



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

- Serves as Acting Director in absence of Director
- Oversight of Revenue and Procurement Operations
- Munis ERP Project Manager
- Revenue and Financial Analysis

Financial Analyst

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

Accounting Manager

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

Accounting Specialist

- Business License Lead
- Munis Business License Administrator
- Revenue Accounting
- Fixed Asset Accounting
- Customer Service

Sr. Accounting Technician

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

Accounting Technician (2)

- 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 Administrator
- Procurement support to all depts
- Purchase order management

Accounting Technician (A/P)

- Invoice processing
- Vendor account maintenance
- Payment distribution

Payroll Specialist

- Payroll processing
- Munis HR/Payroll Implementer
- Accounts payable
- Fixed asset inventory & database
- Procurement backup



Information Technology

Director of IT

- Coordinate & manage current and future IT needs for all Town departments
- Prepare & implement project plans for new and/or upgraded systems
- Incident troubleshooting, diagnosis & repair

Network Administrator

- Management of network, Active Directory, email & phone environment
- Incident troubleshooting, diagnosis and repair of end user issues
- Monitor, troubleshoot and repair infrastructure issues

Systems Integrator

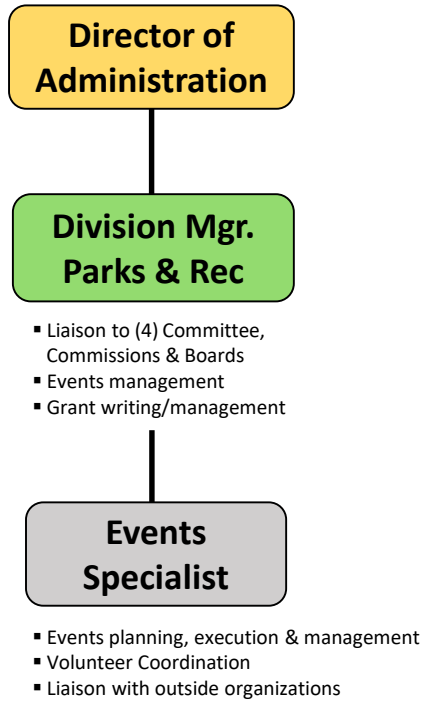
- Systems analysis, project management
- Software development, system maintenance and design
- Application security maintenance

IT Specialist

- Helpdesk incident reporting, diagnosis & troubleshooting
- Asset inventory management
- Website updates

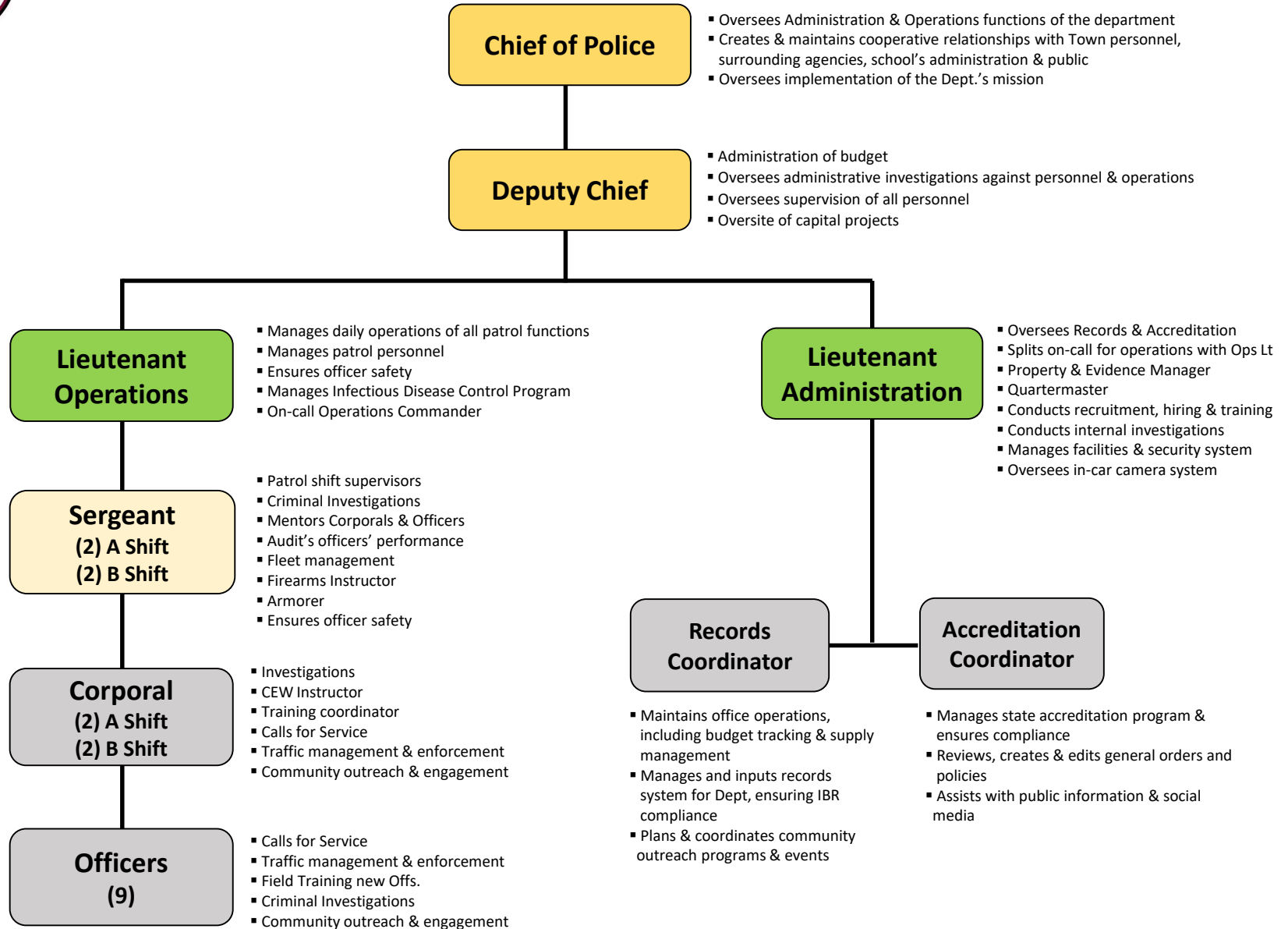


Parks & Recreation



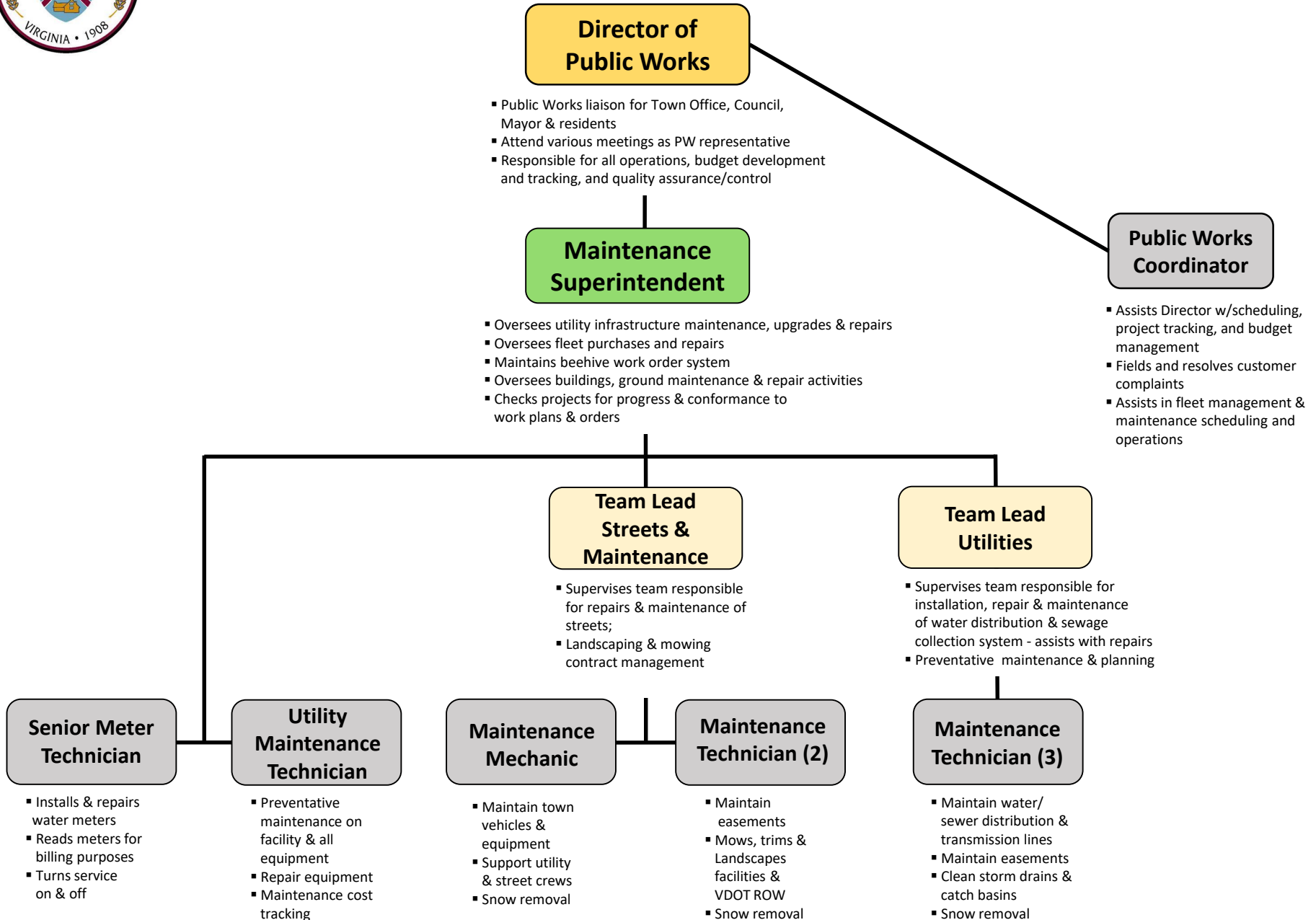


Police



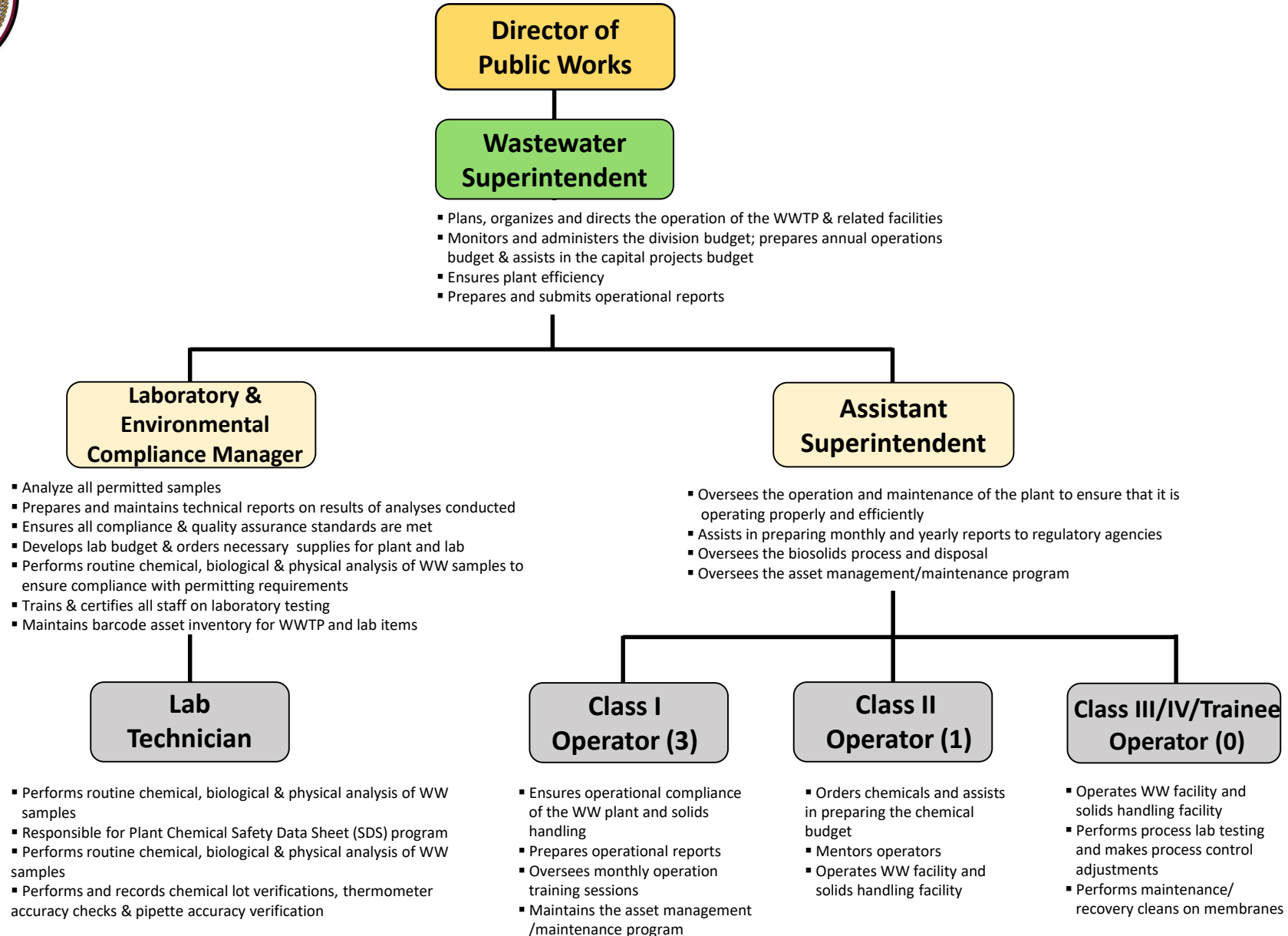


Public Works – Utilities & Streets Maintenance





Public Works – Wastewater Treatment





Public Works – Water Treatment

