Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT

JOB CLASS SPECIFICATION

Certified: 7/1/2026

Supervisor, Land Management

Pay Scale: B
Level: 23
FLSA Status: Exempt
Job Family: Administration
Primary Location: Administration Building

Department Overview

The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The Department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview

The Land Management Supervisor is responsible for land acquisition and development including all necessary local, state, and federal approvals required before school construction and campus improvements can commence.

Roles and Responsibilities

The following information is intended to describe the overall nature and scope of the work being performed. This is not a comprehensive listing of all responsibilities or tasks; work may differ and other work may be assigned when deemed appropriate.

- Identifies and implements land use activities to support the Capital Improvement Program (CIP) and Capital Asset Preservation Program (CAPP) budgets. Works with the Department of Support Services, including Construction, Facilities Operations, and Transportation, to support the short- and long-range capital plan of Loudoun County Public Schools (LCPS)
- Manages and ensures compliance with all legislative land use requirements for the establishment and expansion of school facilities; responsible for reviewing complex land use options and providing recommendations for school facility planning, land acquisition, and development
- Coordinates and serves in lead role supporting land acquisition including financial analysis and due diligence processes, title report/insurance matters, and purchase documentation; negotiates and prepares land purchase contracts and leases in consultation with the Chief Operations Officer, Division Directors, and legal counsel
- Prepares land development applications, coordinates the work of professional consultants, facilitates community meetings, and makes presentations to civic organizations; collaborates with County and Town staff to resolve issues in representing land use applications before governing officials
- Serves as primary contact within the Department of Support Services on land use including zoning, comprehensive plan policies, development requirements, permitting processes, and timelines; prepares responses to land use questions submitted by the School Board, Board of Supervisors, County and Town staff, school administration, developers, and citizens
- Facilitates identifying and streamlining the land development process for school facilities; collaborates in drafting policy, land use operational procedures, and the implementation thereof; manages and directs professional staff engaged in land use review, application management, and special studies or assignments
- Represents LCPS on various land use-related committees and serves as strategic liaison for key organizational initiatives between the School Board and local governing entities
- Performs related work as required and all other duties as directed by the Director of Planning and GIS Services

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
Bachelor's Degree in Planning, Engineering, Public Administration, Business or related field

Experience
Five (5) years of progressively responsible experience related to land management, some of which in a supervisory or leadership capacity

Licenses and Certifications

Knowledge, Skills and Abilities
- Knowledge of local, state, and federal statutes, regulations, and rules relating to land acquisition and management, including ability to advise interested parties of the provisions of the laws
- Ability to navigate local land use regulations to secure necessary approvals for construction projects
- Understanding of local and regional land values, subdivision and rezoning activity, market research tools, and sales/negotiating principles
- Demonstrate a high level of reliability, strong organizational skills, attention to detail, and sound judgment in professional matters
- Ability to work under pressure in a fast-paced environment
- Leadership qualities and personal characteristics necessary to work effectively with diverse groups, individuals, government officials, school staff, and citizens
- Ability to communicate with individuals of varied cultural and educational backgrounds, both orally and in writing, including facilitating meetings and presenting information to groups

Physical Requirements
The following provides a brief description of physical requirements for this job:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual

orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), Loudoun County Public Schools is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary education, skills, and experience for the job; and who can perform its essential responsibilities, with or without accommodation.

Remote Work Disclosure
The following guidelines apply to jobs and positions where employees have been identified as having the potential to work remotely. Remote work is defined as completing one's duties and responsibilities at a site other than one's assigned duty location. In order to be eligible for remote work privileges, an employee must have demonstrated consistent, positive performance and have the support and approval of their direct supervisor. In addition, these employees must have reliable high-speed internet and a designated workspace that allows them privacy while completing sensitive and confidential work. Employees who are non-exempt and are working remotely will work their regular scheduled hours and gain prior approval from their supervisor if they work more than 8 hours a day or more than 40 hours in a workweek. Remote work privileges can be amended, changed, or revoked based upon the performance of the employee, as well as the needs of Loudoun County Public Schools.