

Leesburg

TOWN MANAGER
TOWN OF LEESBURG, VA

The Council of the Town of Leesburg is seeking an experienced local government leader to serve as the next Town Manager.



ABOUT THE TOWN OF LEESBURG

Established in 1758, Leesburg is the seat of government for Loudoun County in the Commonwealth of Virginia. With an estimated 2024 population of nearly 50,000, Leesburg is a small but rapidly-growing town (about 3% a year over the last decade). Residents and visitors alike enjoy Leesburg's walkable downtown with its boutiques, breweries, and restaurants as well as the Town's 17 parks. The famed Washington & Old Dominion Railroad Regional Park is a 45-mile long paved trail with a trailhead right in Leesburg. The trail runs through the urban heartland and into the Virginia countryside and is an oasis for runners, bikers, and skaters.

The Town of Leesburg operates as a Council-Manager form of government. The Council is a seven-member elected body composed of a Mayor elected at large serving a two-year term and six Council Members elected at large serving overlapping four-year terms.

In the fall of 2022, the Leesburg Town Council initiated an update of the **Crescent District Master Plan** to reevaluate land uses, building heights, architecture, opportunity sites, and housing goals. The revised Master Plan was adopted on January 14, 2025.

Encouraging the participation of all who call Leesburg home, the Town has also launched a community-driven process to guide the future of its parks, recreation facilities, programs, and events to ensure that the next 20 years reflects the unique character and values of Leesburg.

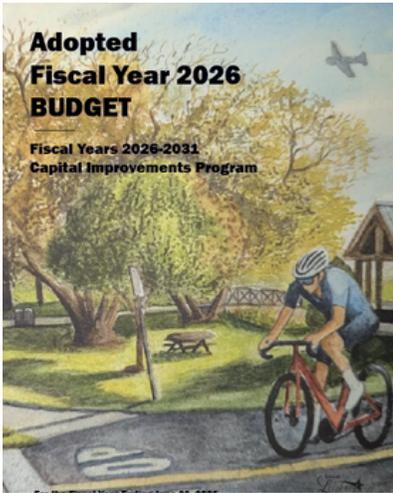
Leesburg by the Numbers

49,831	Population
\$145,205	Median household income
\$667,800	Median home value
21.6%	Share of foreign born residents
17	Town parks

Sources: US Census Bureau (2024), Town of Leesburg



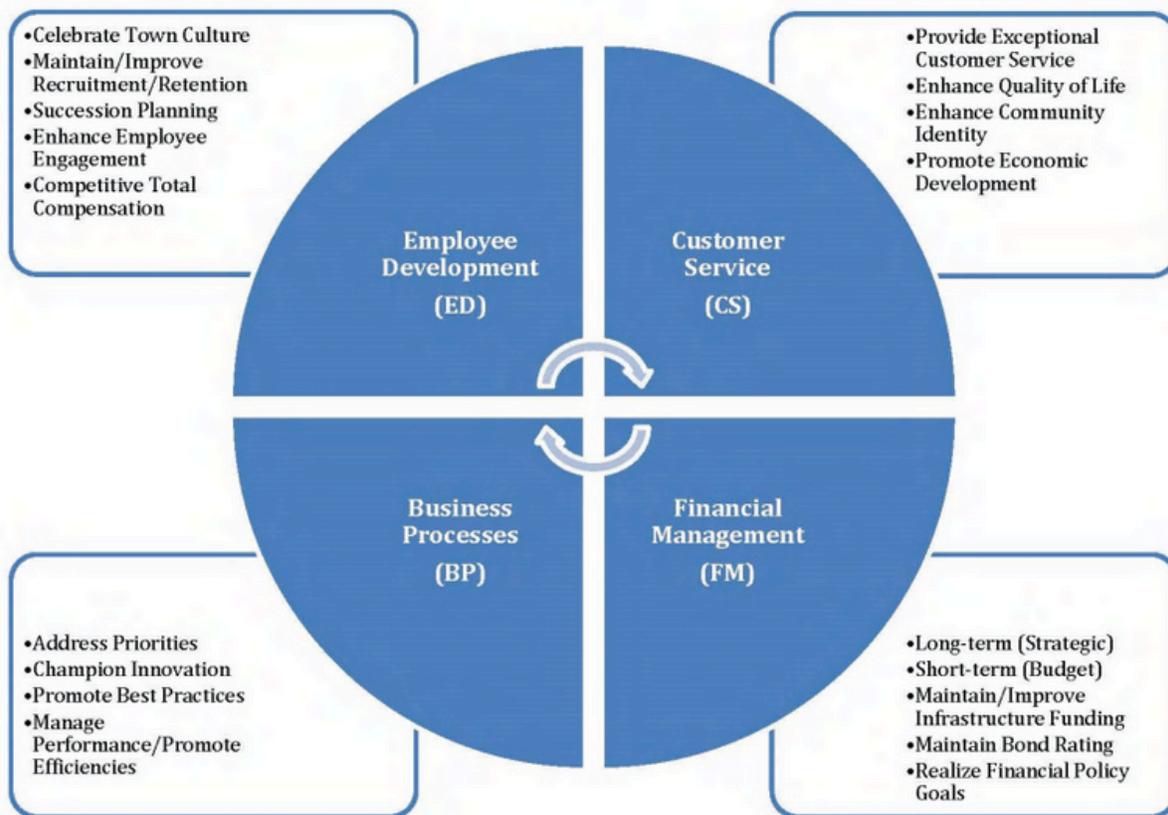
ABOUT THE TOWN OF LEESBURG (CONT.)



Efficiency remains at the heart of the Town of Leesburg’s **Adopted Fiscal Year 2026 Budget**. The Town continues to deliver the full-range of high-quality services to its residents at a lower cost than comparable Virginia towns.

The \$157.1 million budget focuses on preserving and protecting the Town’s assets and infrastructure, including enhancing the cybersecurity portfolio, upgrading the IT Network, maintaining stormwater assets, maintaining Town buildings and facilities, and significant investment in the Town’s roads and bridges through the six-year **Capital Improvements Program**. The establishment of the Milling and Paving Capital Project is central to the Town’s commitment to infrastructure.

The Town of Leesburg utilizes a modified balanced scorecard approach to manage progress toward strategic targets, promote continuous improvement and efficiency, and provide better service delivery and value for tax dollars invested. The balanced scorecard focuses on four core competencies: Customer Service (CS), Financial Management (FM), Business Process (BP), and Employee Development (ED).



In each subsection, priority goals align department operations with leadership strategies to create intended results and outcomes. Furthermore, department specific goals and objectives link back to the model. Through this framework, the Town has identified key performance indicators that link department performance to the four core competencies.

ABOUT THE TOWN MANAGER

The Town Manager is the Chief Administrative Officer in the Town of Leesburg. The position is appointed by and serves at the pleasure of the Town Council in a Council-Manager form of government. Policy directions are provided by the Town Council to the Town Manager. The Town Manager in turn provides administrative policy and managerial direction to appointed department directors and staff.

The midpoint of the salary range for this position is \$260,000.

Under the direction of the Council, the Town Manager performs all duties incident to the Office of the Town Manager as outlined in the [Town Charter](#), [Town Code](#), applicable laws of the Commonwealth of Virginia, and the Personnel Procedures Manual (PPM).

Specifically, the Town Manager is responsible for:

- Communicating with the elected Council members to determine the policies established by the Council and to inform Council members and citizens about the operations of local government;
- Developing a long-term strategic plan to implement the vision, mission, and values of the Council and to enable town government to meet the challenges imposed by the impact of the region's rapid growth;
- Preparing an annual operating and capital improvement projects budget, submitting it to the Council for approval, and implementing it upon approval;



ABOUT THE TOWN MANAGER (CONT.)

- Hiring department directors, administrative personnel, and other employees; supervising top appointees; and managing the town workforce of approximately 427 full-time and more than 400 part-time employees;
- Directing the work of the town's departments and offices, including Economic Development, Finance, Human Resources, Information Technology, Parks & Recreation, Community Development, Police, Public Works and Capital Projects Management, the Town Manager's Office, Utilities, the Thomas Balch Library, and the Leesburg Executive Airport;
- Soliciting bids from government contractors and selecting or recommending the appropriate individuals or organizations to do the work;
- Investigating resident complaints and problems in the Town of Leesburg and making recommendations for changes to the Town Council; and
- Managing the daily operations of the town and performing many other duties as assigned to meet organizational and community needs.

Employee Benefits

The Town's employee benefits package includes affordable health insurance coverage, participation in the Virginia Retirement System, an optional 457(b) retirement plan with a Town matching contribution, flexible spending accounts, voluntary benefits, employee assistance program (EAP), membership to the Town's full-service recreation center, and generous paid time off. For more information on the Town's robust benefits package, please visit the Town's [Employee Benefits](#) page.

POSITION QUALIFICATIONS

The qualified candidate for the position of Town Manager with the Town of Leesburg will have a bachelor's degree in public administration or related field; at least 10 years of progressively responsible management experience in local government; and at least five years of experience as a city/town/county manager or deputy manager.

Preferred qualifications include one or more of the following credentials:

- Master's degree in public administration or related field
- Graduate certificate in local government management
- Membership in the International City/County Management Association (ICMA)
- ICMA Credentialed Manager (ICMA-CM) designation

The ideal candidate will also have significant experience:

- Managing municipal services in a growth environment,
- Managing council-staff relations,
- Providing strong leadership to department directors and staff,
- Stewarding organizational change,
- Building consensus among employees and in public forums, and
- Managing financial resources and long-term capital improvement projects.



Special Requirements

Per Section 4-1.1 of the Town of Leesburg Town Code, residency within the Town is required at appointment or within a reasonable period following appointment as authorized by Town Council.

HOW TO APPLY

The Town of Leesburg is partnering with **PoliHire** to recruit the next Town Manager. To be considered for this position, attach 2 PDFs – a letter of interest and your resume – in an email to **Leesburg_TownManager@PoliHire.com**. Please include only your name (Last, First) in the subject line of the email. The first review of applications will be in early April 2026.

Mission of the Town of Leesburg

The Town of Leesburg is dedicated to providing excellent municipal services that enhance the quality of life for our diverse community.

Vision of the Town of Leesburg

The Town of Leesburg will be a prosperous, fiscally sound, and family-oriented community with a full range of housing, business, cultural, and recreation opportunities in a safe and attractive environment for residents, businesses, and visitors.