



**COUNTY ADMINISTRATOR – RECRUITMENT NOTICE
MADISON COUNTY, VIRGINIA**

Madison County, Virginia is accepting applications for the position of County Administrator. Madison County is a rural community of approximately 13,100 residents located just east of the Blue Ridge Mountains in Central Virginia. A bachelor's degree in business management, public administration or a related field is required. At least five (5) years of public management experience as a chief administrative officer or in a responsible local government position required. Past experience of the individual should demonstrate high levels of performance in areas that include finance, project management, public relations, human resources management, community development and planning. Additional information may be found at www.madisonco.virginia.gov or by calling the County Administration Office at 540-948-7500. The salary for the position is negotiable, based on qualifications and experience. To be considered please submit a resume with cover letter, five (5) professional references and salary history to cjackson@madisonco.virginia.gov or mail to P.O. Box 705, Madison, VA 22727. Deadline for submission is May 12, 1017. Madison County, VA is an Equal Opportunity Employer.

MADISON COUNTY, VIRGINIA
RECRUITMENT INFORMATION FOR THE POSITION OF COUNTY ADMINISTRATOR

Madison County, VA is a rural community of 13,100 residents located just east of the Blue Ridge Mountains in Central Virginia. Residents enjoy a high quality of life with many natural amenities, including easy access to sections of both the Shenandoah National Park and the Rapidan Wildlife Management Area.

Several vineyards and wineries, as well as a local brewery call Madison County home. The local economy is centered on agricultural and forest product industries. The largest employers in Madison County are Plow and Hearth, followed by the Madison County School Board, Woodberry Forest School, Madison Wood Preservers, the County of Madison and Autumn Corporation.

Madison County provides a high quality public education system consisting of four schools (primary, elementary, middle and high schools) with a total enrollment of approximately 1,710 students. School division policy is established by a five member School Board which is elected at large. Administration of the school system rests with the Division Superintendent who, with central office personnel and school principals, provides leadership in implementing School Board policies directing the day-to-day operation of the system.

Madison County operates under the traditional "County Board" form of government. The powers and duties of the County as a political and corporate body are vested in the Board of Supervisors. The Board is comprised of five members, elected at large and serving four year staggered terms. The Board of Supervisors is responsible for a variety of activities including: establishing priorities for County programs and services; establishing administrative and legislative policy; adopting an annual budget and appropriating funds; setting county tax rates, and; adopting the County's comprehensive land use plan. The County operates with an annual gross budget of approximately \$49.5 million and a total general government staff of 82 full time employees.

Madison County is managed by a County Administrator who serves as chief administrative officer for the County and oversees the day-to-day operations of the County including building and zoning, economic development, solid waste operations, emergency management, facilities maintenance and financial administration. The County Administrator is appointed by the Board of Supervisors and serves at the pleasure of the Board.

As the chief administrative officer, the County Administrator is responsible to the Board for the execution of policies it establishes. He/she is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, oversee development of an annual budget for the Board's consideration and approval, generally guide the work of County employees and ensure that the affairs of the County are conducted in an effective and responsible manner.

MADISON COUNTY ADMINISTRATOR
POSITION INFORMATION

Education and Experience:

A bachelor's degree in business or business management, governmental studies, public administration, planning, engineering or related field required. At least five (5) years of public management experience or service as a Chief Executive/Administrator or Deputy Chief Executive/Administrator. A wide range of knowledge and attainment in local government operations and management is highly desirable. The past experience of the individual should demonstrate high levels of performance in areas that include finance and budget, project management, community involvement, staff development, efficient use of technology in enhancing performance and maintaining positive lines of communication at all levels. Additional experience in citizen outreach and the improvement of governmental departments and functions is a significant consideration.

Skills and Past Performance:

Administrative Ability – Must have demonstrated a high level of ability in working cooperatively with a variety of staff, Constitutional Officers and independent Boards in a rural community. Must be able to analyze administrative systems and provide recommendations with consideration to the future in order to develop efficient and responsive operations for all local government functions. Strong written and oral communications and negotiating skills are essential, including the ability to make difficult, well thought out recommendations and decisions in a timely fashion.

Board and Intergovernmental Relations – Ability, interest and willingness to take time in working with the Board, Department Heads, Constitutional Officers, citizens and various advisory body members so that they may be well informed and understand policies and procedures. Should be willing and able to provide an acceptable level of detail and adequately inform the entire Board, equally and on a regular basis, so that there are no surprises. Clear and concise written and oral communications with all audiences are essential. Must be willing to accept constructive criticism and implement needed changes. The successful candidate will be able to present all sides of an issue that affect the County to the Board and appropriate advisory groups such as the Planning Commission, as well as individuals and groups in a clear, concise and unbiased manner. The individual should be able to participate in the development of sound County policies and directives, interpret existing County policies and carry out the directions and requirements established by the Board of Supervisors.

Budget and Finance – Should have significant knowledge and experience in successfully directing and managing a county, city or town budget. Must understand the various methods of maximizing resources, financing options and ensuring a wise use of limited public resources. Must understand governmental accounting practices and the need for, and the value of, long range financial planning. Should have knowledge of and experience working with federal and state grants. Must possess an understanding and knowledge of the principals and practices of project management, as well as experience managing complex facility and community improvement activities.

Human Resource Management – Candidate must demonstrate a personality that can communicate the Board’s goals, needs and directives to employees and external customers. Must engage with and be able to lead and motivate County employees under his/her direction to achieve high performance and must demonstrate fairness in dealing with staff while ensuring accountability. Should have demonstrated a commitment to challenging staff while expanding training opportunities aimed at improving employee and organizational performance.

Economic Development – Ability to work with and direct department staff, as well as partner with local, regional and state organizations in order to foster complementary economic development opportunities for Madison County. Must recognize the County’s emphasis on preserving and enhancing agriculture, forestry, tourism and recreation.

Community Relations – Candidate should be willing and able to maintain and improve upon transparency related to County information and programs while being engaged with the community. Must have the ability to understand diverse and changing needs within the County and should present a modest, as well as capable image of the local government to the community at large.

Intergovernmental Relations – Must be able to relate to, maintain and strive to improve existing relationships with other local governments, regional organizations, the County’s Constitutional Officers, the County School Board and personnel, as well as state and federal agencies.

Professional Focus and Management Style:

- Trusted individual, who accepts direction from the Board of Supervisors and is able to implement complex policies in a timely manner
- Results oriented with the ability to build transparency among all levels of Madison County government in accordance with limitations imposed by state law
- Excellent communication skills and ability to interact with various constituencies without intimidation and condescension
- Ability to provide alternative solutions and options, make recommendations with confidence, and courage to act properly, even in the face of adversity
- Exhibits modesty when appropriate, as well as a strong, confident leadership style while seeking positive end results
- Flexible and able to adjust to changing conditions and Board leadership
- Team builder who serves as mentor to staff and is willing to monitor their progress within the organization
- Fair in approach to decision making, yet firm in application of policies, rules and laws
- A consensus builder capable of encouraging differing individuals and groups to work together to best serve the community
- Ability to develop and maintain positive relations with members of the Board of Supervisors, Constitutional Officers, the School Board, citizens, public safety providers, community groups, department heads and other governmental entities
- Ability to analyze large amounts of information and develop reasonable, practical and innovative solutions to identified internal and external challenges and issues
- Strong negotiator who is able to adequately communicate and defend the County’s position in all matters

Personal Traits:

- Service oriented and participating member of the Madison County community
- Strong moral standards, with a high degree of integrity, ethics, honesty and candor with the ability to maintain confidentiality when required and in the best interest of the County
- Strong communicator with whom citizens and others can easily interface
- Loyal to the County in all dealings and able to act in the best interest of the County without concern for his/her personal interests
- Even tempered and tactful while using discretion and being diplomatic, as well as apolitical in all dealings
- A good listener who is analytical, seeking all the facts on a given issue, prior to making a decision or recommendation, and capable of exhibiting good common sense
- Easily accessible, responsive and inclusive in the decision making process with a positive, can-do attitude
- A mature, self-starter who is innovative, hardworking and confident that the directed outcome can be achieved
- Someone who is comfortable with who they are and slow to anger while possessing a good sense of humor
- Strong in all dealings while being fair and compassionate with others
- Creative and open to new ideas
- Humble and capable of giving credit to others associated with a given accomplishment

Future Initiatives and Challenges Facing the County:

- Maintain a governmental culture which values open communication with staff, citizens, the business community, and other customers
- Maintain strong internal relationships and trust with County departments and building upon current positive relationships with independently elected officials, boards and commissions
- Managing a budget that is realistic given economic challenges and encouraging capital improvements that can be planned, funded and appropriately financed when required
- Near term review of County policies and ordinances to ensure their uniformity and conformance with state law and necessity of regulation
- Evaluation and creation of a process to chart and implement a community development, as well as a revenue/expenditure sustainability process for the County
- Preparing the County for future changes and potential economic and demographic shifts through the enlistment of sound planning principals which incorporate strong community dialogue and citizen input
- Furtherance of a Capital Improvement Plan along with evaluation of alternative facility expansion/renovation projects

County Administrator - Compensation and Benefits:

The salary for the position is negotiable, based on qualifications and experience. Benefits include but are not limited to vehicle allowance or use of public vehicle, participation in the Virginia Retirement System, vacation and sick leave, health insurance, group life insurance, professional dues and conference expenses. Relocation expenses may be negotiated.

Application and Selection Process:

The application deadline is May 12, 2017. To be considered, please submit a cover letter, resume with salary history and five (5) professional references to the Honorable R. Clay Jackson, Chair of the Madison County Board of Supervisors at cjackson@madisonco.virginia.gov or mail to P. O. Box 705, Madison, VA 22727. Following the filing date, applicant submittals will be screened based on established criteria and position requirements. Finalists for the position shall be selected with interviews scheduled during the months of May/June. For more information about Madison County please visit www.madisonco.virginia.gov

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