



**RAPPAHANNOCK COUNTY, VIRGINIA  
COUNTY ADMINISTRATOR**

Rappahannock County is a beautiful, rural county in the heart of the Piedmont in Virginia. With a population of approximately 7,308 and a General Fund Budget of \$19.1M, the five-member Board of Supervisors seeks a new County Administrator.

The County Administrator of Rappahannock County serves as the Chief Administrative Officer of Rappahannock County and is appointed by and serves at the pleasure of the Board of Supervisors. The County Administrator directs the day-to-day operations of the county, implements Board policies and directives, and provides advice and recommendations to the Board. The County Administrator manages all procurement, financial, and administrative aspects of the organization. The County Administrator also serves on regional boards and commissions; interacts with regional, state, and federal officials; makes policy recommendations; proposes an annual budget; interacts with Constitutional Officers and other agencies; and ensures excellences in customer service to citizens through the county staff. County staff includes a total of 77 employees, with 13 of them falling under the supervision of the County Administrator.

Minimum requirements for the position include a bachelor's degree in business or public administration, planning or related field; with a master's degree preferred. In addition, the ideal candidate should have at least ten years of public sector management as a chief administrative officer or deputy administrator in a comparably sized community. The successful individual must be able to demonstrate experience and proven success in finance and budget, staff development, customer service, collaboration with citizens and outside agencies, and other administrative and management tasks. As the staff in Rappahannock County is limited, preference will be given to candidates with thorough understanding and experience in planning and zoning or in local government finance and budgeting, or both.

The salary for the position is expected to range between \$100,000 and \$140,000, dependent upon candidate education and experience. Benefits include, but are not limited to, participation in Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues, and conference expenses. Relocation expenses may be negotiated with the County and the successful candidate is expected to reside in or relocate to Rappahannock County within a Board-negotiated period of time.

Qualified candidates should submit their cover letter, county application, and resume to the Interim County Administrator. The position will remain open until filled, but first reviews are expected to begin on September 16, 2017. After a review of applications submitted by interested candidates, the Board of Supervisors will interview candidates who most closely meet the established criteria. A job description and additional information about the position or the process can be obtained by contacting Interim County Administrator Brenda Garton at 540-675-5330 or at [bgarton@rappahannockcountyva.gov](mailto:bgarton@rappahannockcountyva.gov). Completed application packets should be emailed to the address above or mailed to Brenda Garton, Interim County Administrator, Rappahannock County, PO Box 519, Washington, VA 22747, marked "County Administrator Application Materials" on the outside of the envelope.

*Hiring for Rappahannock County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by County policy or applicable law. Applicants hired by the County must be citizens of the United States or legally authorized to work in the United States. Reasonable accommodations will be provided for persons with disabilities if requested.*