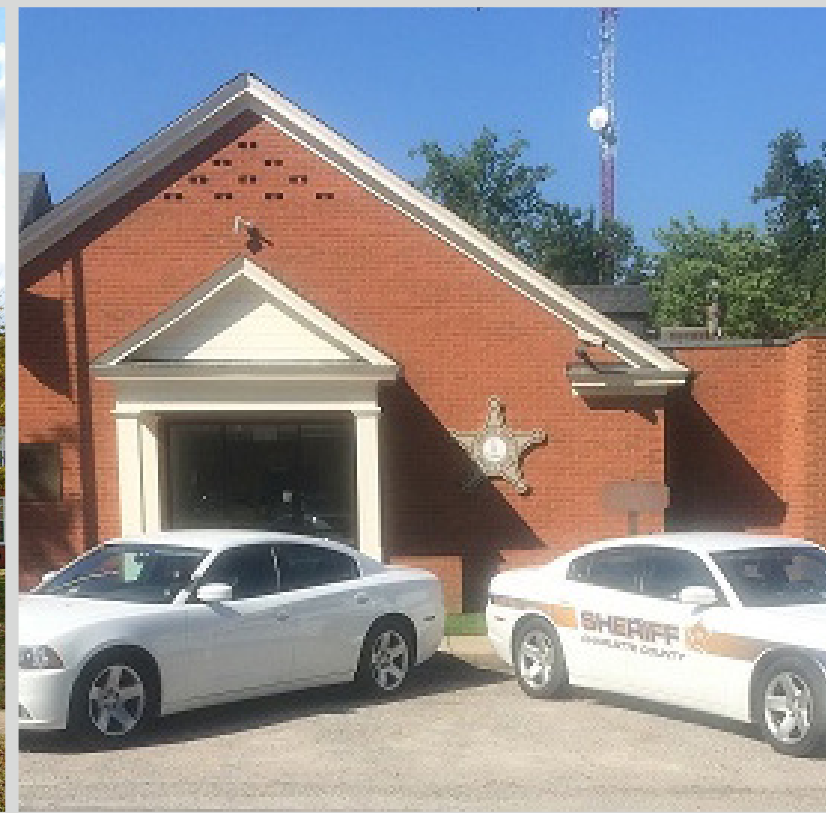




*Charlotte County, Virginia  
welcomes applications for the position of  
County Administrator*





**Charlotte County** is seeking an experienced professional manager to serve as County Administrator, the chief administrative officer responsible for directing programs and operations of the County government.

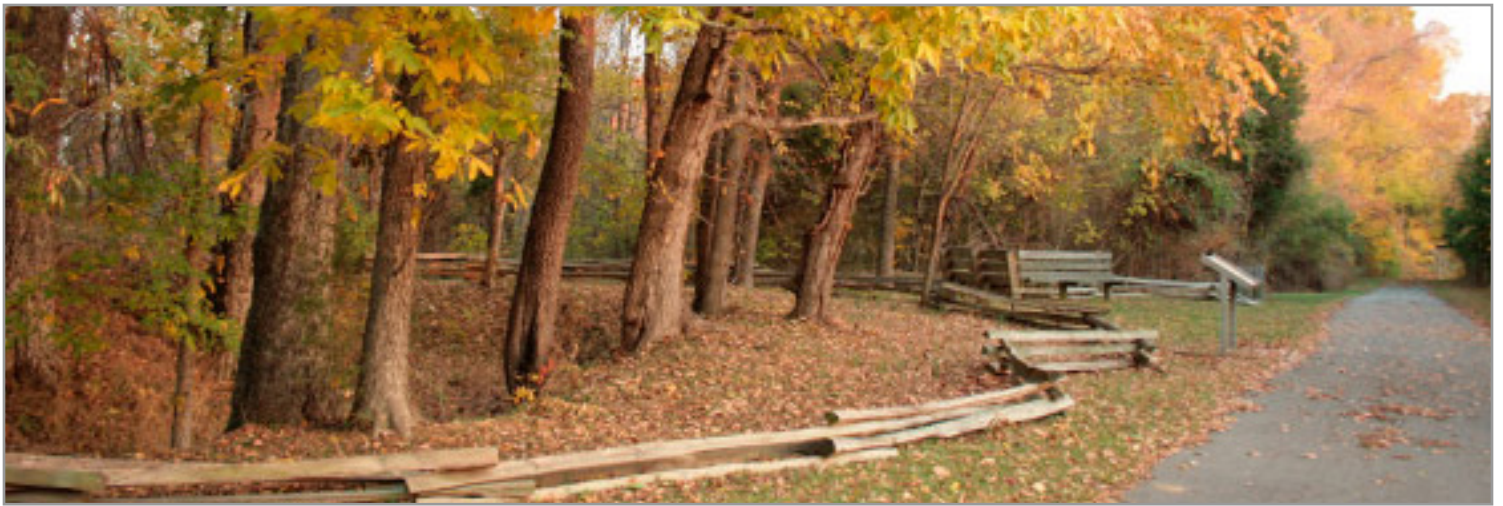
This opportunity is created by the retirement of the County's current, and first, County Administrator after thirty-seven years of service.

This recruitment profile provides background information on the community, its government operations and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of County Administrator.

## Community Background

Described by Patrick Henry as, "...one of the garden spots of the world," Charlotte County is a rural community characterized by a rolling topography of farm and forest land, with villages, including the County seat at Charlotte Court House, located at key intersections. The County has a land area of 475 square miles and a 2010 population of 12,586.

Located in south-central Virginia, the County is only 1.5 hours from Richmond, 2 hours from Raleigh, North Carolina, and 3 hours from Norfolk's ports. There are good road connections with a four-lane arterial highway, Route 360, providing access to I-85 less than one hour away. Route 460, to the north, and Route 58, to the south, provide east-west access to other metropolitan areas.



Charlotte County is rich in history, with settlement starting in the early eighteenth century. The County was formed from neighboring Lunenburg County in 1764 and named for Queen Charlotte, wife of King George III of England. Despite that recognition, Charlotte County was the second governing body in the 13 colonies to declare its independence from England. Patrick Henry retired to Charlotte County and is buried at Red Hill. Virginia statesman, U.S. Representative and U.S. Senator John Randolph lived and was buried in the County at Roanoke Plantation.

There is a rich heritage of architecturally significant structures in the County, from stately homes reflecting the Colonial and Georgian to Federal and Greek Revival periods, to the business and government buildings in the village of Charlotte Courthouse. The Historic Courthouse District is recognized on both the State and National Registers of Historic Places and has been likened to Williamsburg on a smaller scale. Staunton Hill, an 1848 gothic plantation home of note, was restored in the 20th century by Robert K.E. Bruce, U.S. diplomat, whose ancestors originally built the plantation.

Charlotte County citizens are caring and compassionate, involved in the community, and proud of the small-town atmosphere that defines the area. At the same time County residents seek new opportunities for growth in employment, tourism, and telecommunications. They are proud of their excellent school system and passionate about sports and outdoor activities.



The County population is approximately 69% white, 29% African American, and 2% Hispanic. The Median Household Income is \$33,873 (2016) and the poverty rate is 20.8%. County employment is focused on agriculture and forest products, modular home manufacturing, public administration and education.

## County Government

Charlotte County provides services typical of a smaller rural community, including planning and zoning, building inspection, animal control, waste management and social services. The Sheriff's Department is responsible for law enforcement and volunteer organizations provide fire and emergency medical services, augmented by paid personnel. The County is a member of a regional solid waste authority and operates seven recycling centers where residents can bring their household waste and recyclables for disposal. The Charlotte County Library has its main site located at the Court House, with three branch locations to serve residents. The County has approximately 200 employees with an annual budget, including schools, of approximately \$37 million.



The County, through its Industrial Development Authority, owns the Charlotte County Industrial Park, in Keysville. It also participates in regional economic development through Virginia's Growth Alliance and its joint development, with five other localities, of the 773-acre Heartland Business Park, also in Keysville.

Charlotte County has four incorporated towns, Charlotte Court House, Keysville, Drakes Branch, and Phenix. Each operates a municipal water system and the towns of Keysville and Drakes Branch operate wastewater treatment systems as well.

Charlotte County is governed by a seven-member Board of Supervisors, elected from seven election districts to staggered terms of four years. The Board is the legislative policy making body for the County. It appoints the County Administrator who serves as the county's chief administrative officer under the Board's direction.

The County Administrator is responsible for the day-to-day management of the County in accordance with policies established by the Board of Supervisors. Duties of the Administrator include but are not limited to: general administration, personnel management and supervision of all county departments, budget preparation, funds management, purchasing, property management, compliance with laws, regulations and ordinances, coordination with independent agencies and the community, representing the Board at meetings and functions, and any and all other duties imposed by the Board and by law to facilitate the accomplishment of the work of County government. The County Administrator also currently serves as the Emergency Services Coordinator and the Zoning Administrator.



## Challenges, Issues & Opportunities

The Board of Supervisors readopted the County Comprehensive Plan in February 2017, reaffirming a strategic vision originally crafted in 2002. That vision includes an improved standard of living for County residents resulting from economic growth and stability fostered by educational excellence and supportive infrastructure. In advancing that vision, the Board has identified the following areas of focus in the next three to five years.

- The development of a shorter range strategic plan to address priorities for action. Plan development would involve considerable public input.
- Actions to increase employment in the County through the development of a trained workforce and the recruitment of new businesses.
- Improved telecommunications, internet connectivity and broadband access for residents and businesses.
- Improved infrastructure, especially public utilities (water and sewer) to support economic growth.
- An examination of ways to promote further development of the Heartland Business Park.
- Revitalization of the Charlotte County Chamber of Commerce as a source of information for prospective businesses and to enhance communications between the County government and local businesses.
- The promotion and growth of tourism, especially agritourism, heritage and recreational opportunities, taking advantage of the County's agriculture, history, open spaces, trails and access to Kerr Lake and the Staunton River.
- With the School Board, address aging school facilities, including the possibility of consolidation of elementary schools.
- Actions to improve the County government's leadership, transparency, and open communications with its citizens.
- An examination of County staffing and compensation to better align with Board goals and service needs of the community.

## Qualifications, Education & Experience

The following education and experience factors are the desired qualifications for successful performance:

- A Master's degree in Public Administration, Business Management, Planning or a related field; or experience equivalent to a master's degree, is preferred.
- Three to five years of successful leadership at a senior executive/administrator level in an organization with comparable responsibilities. Over five years of leadership experience preferred.
- Experience in or with the private sector; demonstrated understanding of business needs and principles.
- Experience in personnel management and employee relations with a record of positive, equitable administration and staff development.
- Knowledge of comprehensive land use planning and zoning administration.
- Training in emergency management planning and response; three to five years of experience preferred.
- A demonstrated record of compliance with the principles of open government, including knowledge of the requirements of the Freedom of Information Act (FOIA), the Conflict of Interests Act (COIA) and the Records Retention Act.

## Personal Traits and Desired Characteristics

- Absolute integrity, ensuring ethical, honest, fair, open and personable interactions with all community members.
- Strong leadership skills, while respecting the different and complementary roles of the Board of Supervisors and the County Administrator; visionary; assertive yet diplomatic.
- Excellent communications and interpersonal skills, including the ability to listen effectively.
- An engaging personality; expressing a sincere interest in all County residents without favoritism or prejudice.
- Proactive in addressing issues, challenges and opportunities; a problem solver.
- Entrepreneurial, creative, and innovative; open to fresh ideas to improve County operations and enhance the quality of life for residents.
- Flexible and agile; able to perform in multiple roles, to set priorities, to respond to crises, and to refocus once the situation is resolved.
- Optimistic but realistic.
- A role model and mentor for County employees; dedicated to the professional development of staff.

## Performance Expectations

- Engagement with and involvement in the community; visiting every sector of the community, participating with the Supervisors in “town meetings” in each election district, and demonstrating sensitivity to all socio-economic, ethnic, and cultural groups in the County.
- Active and visible participation in community activities as a resident of the County.
- While respecting the long tenure of the previous administrator, conducting an evaluation and critical assessment of current County operations, policies and procedures and suggesting or implementing changes to improve efficiency and effectiveness.
- Outreach to existing businesses to strengthen the positive relationship with that sector.
- The establishment of strong relationships with the towns, the school system, neighboring localities, regional entities, boards and commissions and the state government.

## Compensation & Benefits

Compensation for the County Administrator will be competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, deferred compensation, professional development support and other benefits as identified in a negotiated employment contract.

## Application Process

To be considered, please submit a cover letter and resume with salary history and professional references to The Berkley Group, via email at [darren@bgllc.net](mailto:darren@bgllc.net). Initial review of candidates will begin on June 15, 2018. Applications received after that date may be considered until the position is filled, however, timely submittal will ensure the most advantageous review. Finalists must consent to a background check including criminal and credit history.

Questions may be directed to:

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For Additional County Information:

Visit [www.charlotteva.com](http://www.charlotteva.com)

***Charlotte County is an Equal Opportunity Employer***