

County Administrator Recruitment Profile

Greene County

Virginia



COUNTY OF **GREENE** VIRGINIA

Greene 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 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.

Qualified candidates are encouraged to submit a cover letter and resume, with salary history and professional references, to The Berkley Group via email at **jay@bgllc.net**. While the position is open until filled, **review of candidates will begin November 5, 2018**. Inquiries relating to the County Administrator position may be directed to:

Jay Stegmaier

The Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Mobile: (804) 338-8743

Email: jay@bgllc.net



Greene County, VA

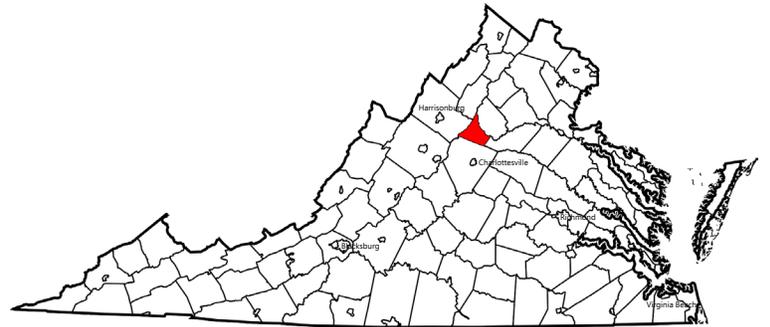
A Great Place to Call Home

Community Background

Established in 1838, Greene County is located in the north-central portion of Virginia just east of the Blue Ridge Mountains. The Shenandoah National Park and the Skyline Drive form the western boundary of this picturesque county. Although rural in its nature, Greene is part of the Charlottesville MSA consisting of four counties and the City of Charlottesville. As a result of its ties to the metropolitan region and its location on the US 29 corridor, Greene County represents an appealing pastoral setting with access to centrally located assets. The county is 157 square miles in size and its county seat is Stanardsville.

Greene County is a fast-growing gateway between dynamic Northern Virginia and Charlottesville, a Money Magazine "100 best places to live." Centered at the crossroads between two major highways, U.S. 29 and U.S. 33, Greene County is 100 miles southwest of Washington, DC, 20 miles north of downtown Charlottesville and 78 miles northwest of Virginia's capital city, Richmond. Greene is also close to Interstates 64 and 81 and is only four miles from the Charlottesville-Albemarle Airport.

Greene County has maintained the quality of life enjoyed by its residents and businesses and preserved the County's rural character and natural beauty by strategically guiding growth and development. Greene County is one of the few gateways to the Blue Ridge Mountains and the Shenandoah National Park. This Central Virginia county offers the stunning beauty of the Piedmont and mountains for visitors, cyclists, hikers and naturalists. With convenient



access to Skyline Drive and the Appalachian Trail, Greene County is the perfect place to explore the outdoors and revitalize the senses.

Greene County residents are a diverse mix of urban and rural dwellers, relative new comers and those whose families have been there for generations, all sharing a strong sense of community demonstrated by active engagement in service organizations, churches and other volunteer opportunities. The County population of 19,085 is approximately 88% white, 6% African American, 5% Hispanic and 1% Asian. The Median Household Income is \$61,615 (2016) and the poverty rate is 8.4%. Within the County, employment is focused on natural resource extraction, retail services, and local government/schools. Much of its workforce commutes into the Charlottesville/Albemarle County metro area.

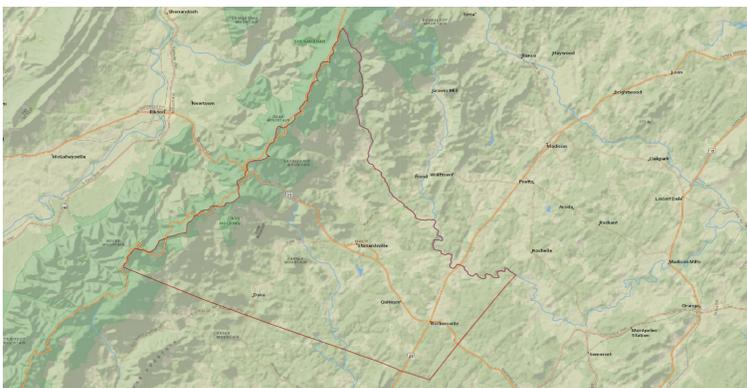
County Government

Greene County provides services typical of a smaller rural community, including planning and zoning, building inspection, stormwater management and erosion control, animal control, parks and recreation programs, waste management through a collection and recycling center, and social services. The Sheriff's Department is responsible for law enforcement and volunteer organizations provide first response fire and emergency medical services, supplemented by contracted EMS services. The Greene County Library, located in Stanardsville, is a branch of the Jefferson-Madison Regional Library and also houses a senior center. Greene County Transit, under the umbrella of the Board of Supervisors, provides demand-response, door-to-door service to county residents. The County also has an active Economic Development and Tourism program. There are approximately 150 employees, with an annual budget, including schools, of approximately \$63.6 million.

Greene County is governed by a five-member Board of Supervisors, one elected from each of four magisterial districts and one elected at-large. Board members serve four-year, staggered terms. The Board is the legislative policy making body for the County.

The County Administrator's Office serves as the management office for Greene County government. The County Administrator is appointed by the Board of Supervisors and serves as Chief Executive Officer. Additionally, the County Administrator serves as Clerk to the Board of Supervisors and purchasing agent, as well as official liaison to the Constitutional Officers, the Judiciary, and State and regional agencies. The County Administrator also serves on various local and regional boards representing Greene County.

The County Administrator directs and supervises daily operations of all County departments and agencies that are under the direct control of the Board of Supervisors pursuant to County ordinances and regulations. This includes supervision of County staff, implementation of policies set by the Board of Supervisors and ensuring priorities established by the Board are carried out. The County Administrator ensures compliance with Federal, State and local laws and ordinances.



Challenges, Issues & Opportunities

The Board of Supervisors has adopted two guiding documents, a comprehensive plan and a strategic plan, that the County Administrator will be expected to utilize as guidance in managing County operations and setting priorities.

The Comprehensive Plan was last adopted in October 2016 and involved considerable citizen input. The plan resulted in a strong vision for the preservation of the County's rural character by guiding growth and development to specific areas. The Strategic Plan, reviewed annually and last adopted in 2017, was developed by the Board of Supervisors, "to provide citizens, businesses and visitors with public services and programs in a fiscally prudent and responsible manner while preserving the county's rural character and natural beauty." The plan lays out an array of actions under four strategic initiatives: Promote Community and Economic Well-Being, Practice Good Governance, Promote Community Engagement, and Fund the Future.

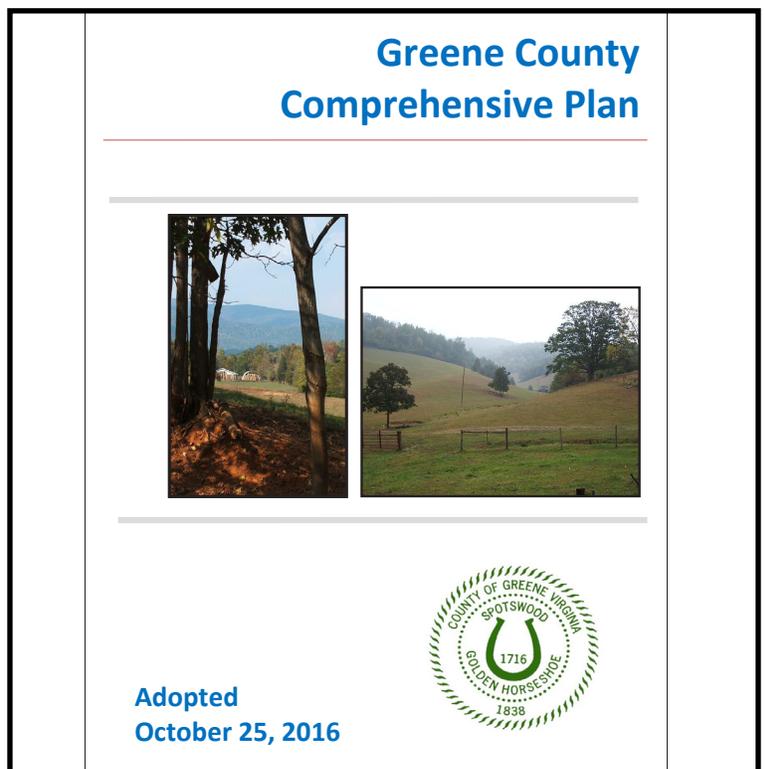
Within the context of both the comprehensive plan and the strategic plan, the Board has identified the following areas of focus within the next three to five years.

- Follow through on plans for infrastructure improvements including a new drinking water supply and treatment plant, school renovations, an emergency communications and response center, and other county facilities.
- Review, revise or develop the capital improvement plan to include a capital maintenance component and a financial plan, especially for schools and water supply.
- Update financial systems technology, policies and procedures.
- Enhance the content and usefulness of the County website.
- Promote economic development and tourism for job creation and tax base diversification.
- Review and update County policies and procedures in human resources, financial management, and emergency management.
- Expand wireless broadband technology throughout the County.
- Undertake activities to promote greater citizen engagement through outreach, surveys, and educational initiatives.
- Continue support for a strong school system, in instruction, achievement and facilities.
- Develop employee staffing and office space plans to address County priorities.

Greene County Vision

Greene County will enhance the quality of life enjoyed by its residents by preserving the County's rural character and natural beauty and by guiding growth and development. The County will achieve this vision by:

Conserving farmland, natural resources and cultural and historical heritage; planning for diverse housing needs; creating employment opportunities by supporting existing businesses, attracting low impact, environmentally friendly industry, and encouraging tourism; and providing quality schools.





Position Profile

County Administrator, Greene County

Qualifications, Education & Experience

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

- A Master's degree in Public Administration, Business Management, Planning or a related field; experience equivalent to a master's degree may be considered.
- Three to five years of successful leadership at a senior executive/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of county government operations. County government experience in Virginia as a manager, deputy or assistant is desirable.
- Front-line management experience with a track record of providing effective and efficient solutions; project management experience is desirable.
- A demonstrated commitment to ongoing professional development; designation or progress toward designation as an ICMA Credentialed Manager would be a plus.

Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, honest, fair, open and personable interactions with all community members.
- Strong leadership skills, in the government organization, the community, and the region.
- Respectful of the different and complementary roles of the Board of Supervisors and the County Administrator.
- Possessing the ability to engage various stakeholders and to unite all in a common cause to better the County.
- Excellent communications and interpersonal skills, including the ability to listen effectively and understand differing views.
- Proactive and responsive in addressing issues, challenges and opportunities in a neighborly manner; a problem solver.
- A role model and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on performance and accountability.

Performance Expectations

- Short-term, immediate actions will be to engage with staff, review County policies and procedures, master the budget process, and get up to speed on active capital projects.
- Active and visible participation in community activities as a resident of the County.
- The establishment and fostering of strong relationships with Constitutional Officers, the School Superintendent and School Board, volunteer organizations and other community stakeholders.
- Responsive to citizen concerns and issues; listening, understanding and providing timely follow-up.
- Outreach to existing businesses to strengthen positive relationships with that sector.
- A commitment to open and transparent government; promoting a positive and interactive relationship with county citizens and stakeholders; encouraging citizen engagement.

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

Initial review of candidates will begin on **November 5, 2018**. Applications received after that date may be considered until the position is filled. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume with salary history and professional references to The Berkley Group, via email at jay@bgllc.net. Questions may be directed to:

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For Additional Information

Visit <http://www.greenecountyva.gov/>

Greene County is an Equal Opportunity Employer