

County Administrator Recruitment Profile

# **Greensville County** Virginia







## COUNTY OF GREENVILLE VIRGINIA

**Greenville County** is seeking an experienced professional 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 County Administrator after almost 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.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references to The Berkley Group via email at [jay@bgllc.net](mailto:jay@bgllc.net). While the position is open until filled, **review of candidates will begin February 4, 2019**. Inquiries relating to the County Administrator position may be directed to:

**Jay Stegmaier**

The Berkley Group

P.O. Box 181

Bridgewater, Virginia 22812

Email: [jay@bgllc.net](mailto:jay@bgllc.net)

Mobile: (804) 338-8743

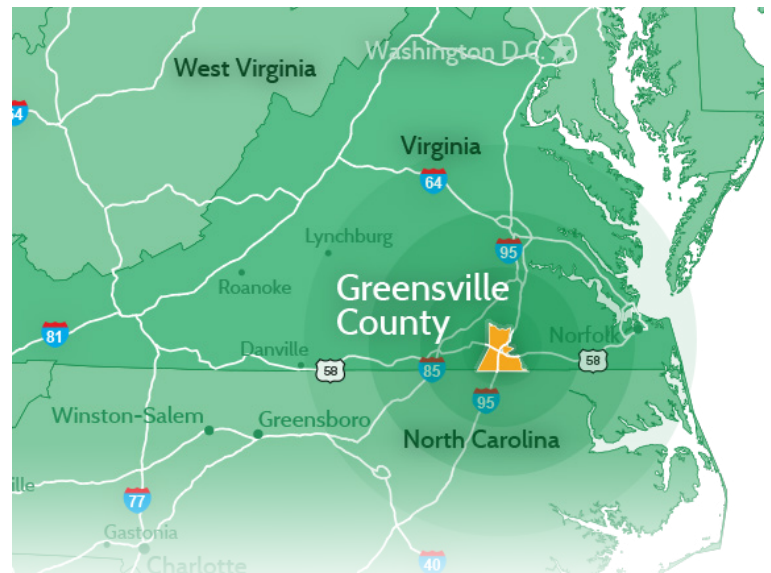
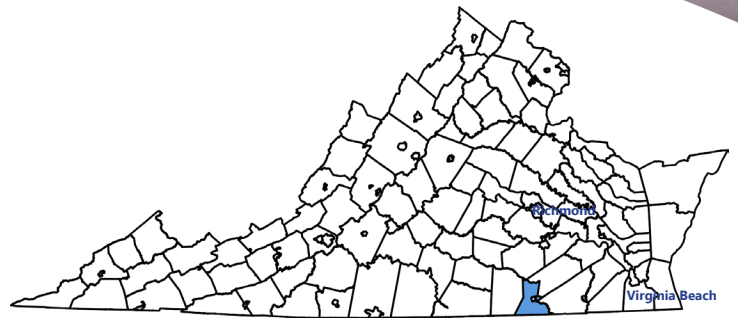


# Greenville County

## Community Background

Located along the eastern seaboard of the United States, Greenville County was formed in 1781 and boasts a gorgeous Virginia landscape full of history and tradition, with the ease and quality of life you won't find anywhere else. Living in Greenville County, Virginia, is an idyllic escape from the hustle and bustle of city life -- but not so removed from the great metropolitan areas of Raleigh, Richmond, and Hampton Roads that we miss out on the benefits of city living! Convenient to industry, agriculture, and local business, Greenville County is called home by more than 12,000 people, and the area effectively draws labor and customers from a much larger region-- serving a potential population of over 165,000 people. Residents, tourists, and businesses alike are attracted to Greenville County for its landscape, accessible location, and market potential. The area has a rich agricultural heritage and hosts the Virginia Peanut Festival every year.

Located on the fall line between the Piedmont Plateau and the Atlantic Coastal Plain, Emporia-Greenville's 301 square mile landscape varies from gently sloping plains in the southeast to rolling hills along its western boundary. The central location, at the crossroads of I-95 and U.S. Route 58, places Emporia-Greenville within a day's drive of over 50 metropolitan areas and nearly two-thirds of the U.S. population. Residents of Greenville County and the City of Emporia are diverse, friendly, and generous. The County population is approximately 60% African American, 38% white and 2% Hispanic. The Median Household Income is \$42,121 (2017) and the poverty rate is about 17%.







## County Government

Greensville County provides services typical of a smaller community, with 144 employees and a budget of \$29,839,992. County departments such as planning and zoning, building inspections, GIS, stormwater management, animal control, social services and waste management through 11 collection and recycling centers provide a full range of service to citizens. The Sheriff's Department is responsible for law enforcement and volunteer organizations provide fire and emergency medical services. The Greensville County Water & Sewer Authority, with 29 employees, provides public water and/or public sewer service to portions of the County as well as a portion of the City of Emporia, the Town of Jarratt and Sussex County. The Meherrin Regional Library System serves the County and includes the Richardson Memorial Library in Emporia and the Brunswick County Library in Lawrenceville.

Greensville County is governed by a four-member Board of Supervisors, one elected from each of four electoral districts. Board members are elected at the same time and serve four-year terms. The Board is the legislative policy making body for the County.

The County Administrator's Office serves as the management office for Greensville County government. The Administrator is appointed by the Board of Supervisors and serves as Chief Executive Officer. Additionally, the County Administrator serves as the Director of the Water & Sewer Authority. The County Administrator also serves on the Southside Regional Jail Authority, Southern Virginia Development Corporation, Southside Virginia Education Center Board of Directors and the Department of Social Services Board of Directors.

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.



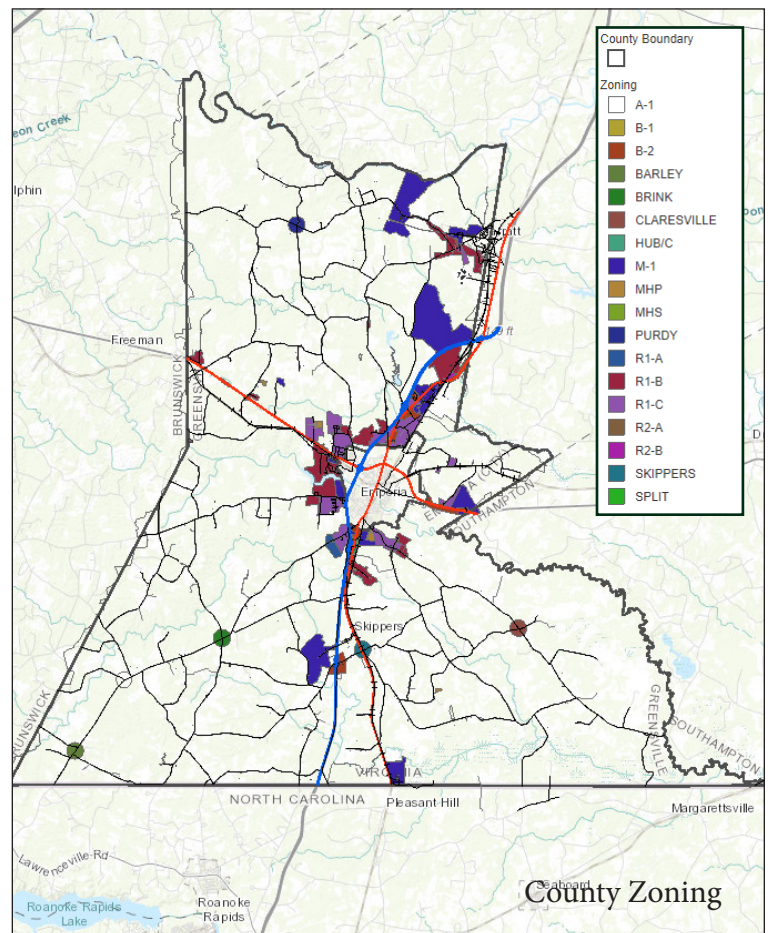
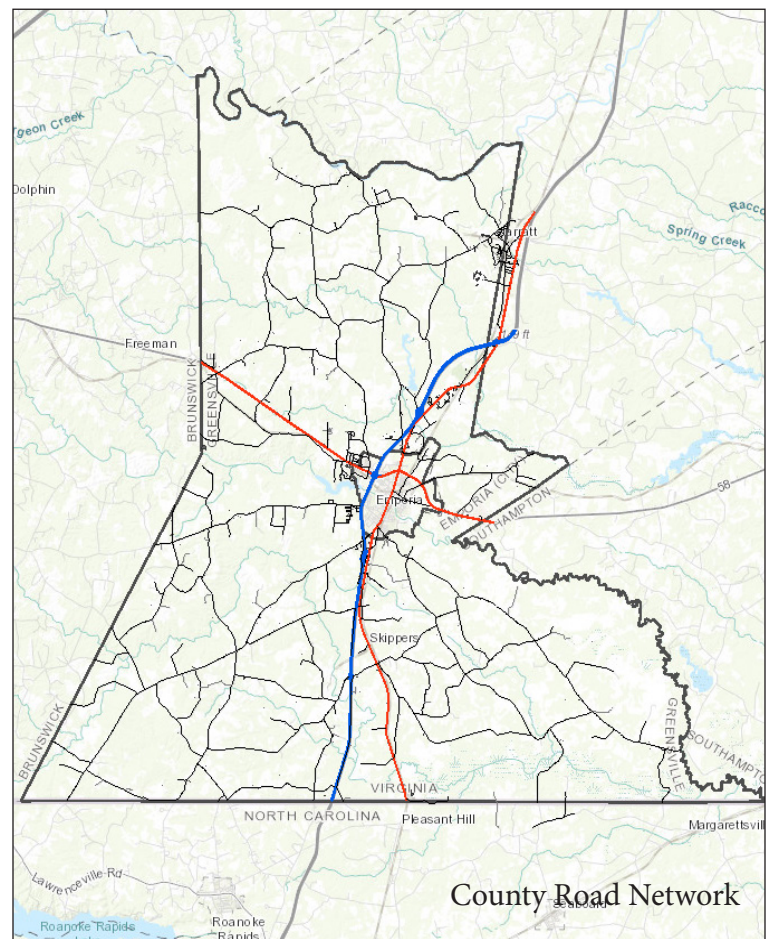
## Challenges, Issues & Opportunities

The Board adopted the County's Comprehensive Plan in August of 2013 and a 5-year update is just beginning. The goals and objectives of the plan continue to be valid today and with additional focus will guide the County into the future. Leading the goals is the desire to "preserve the rural character of the County by directing and controlling growth in designated areas." Representative goals include the following items.

- Encourage new development that complements surrounding land uses.
- Encourage the infill development of housing types and densities consistent with existing neighborhoods. Promote medium density housing in urban and suburban areas around Emporia. Promote low density housing in areas expanding outward from Emporia.
- Plan future industrial sites near major transportation systems and utility lines.
- Maximize the use of existing facilities and systems through renovation and/or expansion.
- Reduce blight in neighborhoods through code enforcement, state and federal housing programs and redevelopment actions, as necessary.

Within the context of the comprehensive plan and the current environment, the Board has identified the following areas of focus for the next three to five years:

- Pursue opportunities to develop the Mid-Atlantic Advanced Manufacturing Center, a 1600 acre industrial megasite.
- Work with the new School Superintendent to improve student academic achievement, achieve full state accreditation and implement vocational programming in County Schools.
- Align County and regional leaders to address a variety of community issues including job creation, young adult retention and increasing drug addiction.
- Resolve Water and Wastewater issues currently impacting the County.
- Develop and support succession plans within the County workforce.
- Develop responsible and long-term financial plans for corporate tax revenues, recognizing the effects of future depreciation on public service property.







# Position Profile

## *County Administrator, Greenville County*

### **Qualifications, Education & Experience**

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

- A Bachelor's degree in Public Administration, Business Management, Planning or a related field.
- Five or more 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. City, County or Town government experience in Virginia as an administrator, deputy or assistant is desirable.
- Practical management experience with a track record of providing effective and efficient solutions; economic development, including new business attraction, experience is desirable.
- Positive track record of developing and implementing a community vision.
- A demonstrated commitment to ongoing professional development. Designation or progress toward designation as an ICMA Credentialed Manager is preferred.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specifics criteria listed above.

### **Personal Traits & Desired Characteristics**

- Absolute integrity, ensuring ethical, honest, fair, open and personable interactions with all community members; ability to make a long-term commitment to the County.
- Strong proactive leadership skills, in the community, region, and the government organization, while respectful of the different and complementary roles of the Board of Supervisors and the Administrator; ability to engage various stakeholders.
- Ability to grasp and take charge of the full scope of County activities, issues and opportunities.
- Excellent communication and interpersonal skills, including the ability to listen effectively and understand differing views.
- Proactive and responsive approach to addressing community needs, challenges and opportunities in a progressive, neighborly manner; a supportive and visionary problem solver.
- A decisive and tenacious leadership style; dedication to the professional development of staff; ability to empower employees with a focus on performance and accountability.

## Performance Expectations

- Immediate action to engage with staff and regional partners.
- Get up to speed quickly on active capital projects and economic development opportunities.
- Participate pro-actively and visibly in community activities, as a resident of the County.
- Take advantage of immediate opportunities to attract business to the megasite project.
- Establish and foster a strong relationship with the School Superintendent and School Board, volunteer organizations and other community stakeholders.
- Demonstrate a commitment to open and transparent government; promote a positive and interactive relationship with county citizens and stakeholders; actively support on-going "hometown" fellowship among citizens.

## Compensation & Benefits

Compensation for the County Administrator will be market 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 February 4, 2019.** 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 expectations and professional references** to The Berkley Group, via email at [jay@bgllc.net](mailto:jay@bgllc.net). Questions may be directed to:

### **Jay Stegmaier**

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## For Additional Information

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

The County of Greenville is an Equal Opportunity Employer