

## COUNTY ADMINISTRATOR POWHATAN COUNTY, VIRGINIA

Powhatan County, Virginia seeks candidates to serve as the County's next County Administrator. Powhatan is a community of approximately 29,000 residents and 272 square miles, located in central Virginia's greater Richmond region, between the Appomattox and James Rivers.

While maintaining a charming rural atmosphere, Powhatan's central location provides for access to major commercial, cultural, recreational, educational and medical centers. Powhatan is 20 miles west of Richmond and is within an easy 2-hour drive from the Atlantic Ocean, Washington, D.C., Colonial Williamsburg, and the Blue Ridge Mountains.

The County provides services to residents with 189 Full-Time Equivalents (FTEs) and a FY 2019-20 budget of \$114.02M. The County has Aa GO bond rating.

The County Administrator is appointed by the Board of Supervisors to be the chief administrative officer of the County. The Board of Supervisors is a five member board elected from five districts for four year concurrent terms. The Administrator is responsible for implementing policies and procedures; supervising and coordinating department activities; submitting and executing an annual budget; developing long and short range plans; advising the Board on the County's financial condition and its future needs; and seeing that all ordinances, resolutions, directives and orders of the Board and all laws of the Commonwealth are faithfully executed.

The successful candidate will have a Bachelor's degree in planning, public or business administration, finance or related field (Master's degree preferred) and have demonstrated experience in community and economic development and finance along with considerable experience as a county/city administrator/manager, or as an assistant in a larger community.

Starting salary is dependent upon qualifications and experience.

Initial review of applications will begin February 28, 2020. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to Melissa Lowe, Human Resources Manager, via email at [mlowe@powhatanva.gov](mailto:mlowe@powhatanva.gov).

For more information about Powhatan County, please visit our websites:

Powhatan County Government: [www.powhatanva.gov](http://www.powhatanva.gov)

Powhatan County Schools: [www.powhatan.k12.va.us](http://www.powhatan.k12.va.us)

Powhatan County Economic Development: [www.yespowhatan.com](http://www.yespowhatan.com)

Powhatan County Tourism: [www.discoverpowhatan.com](http://www.discoverpowhatan.com)

**[Click here to download a detailed recruitment brochure](#)**