

*Powhatan County,  
Virginia*

invites your interest in the position of

**Permit Center Manager**



# Permit Center Manager

Powhatan County is excited about the creation of our new Permit Center and the recruitment of the new Permit Center Manager. The County has a vibrant tax base, currently the 34<sup>th</sup> largest of the Commonwealth's 95 counties. The County of Powhatan was originally settled by French Huguenots in the early 1700s and was created by the Virginia General Assembly in 1777. The County consists of approximately 260 square miles and has a population of 28,046 (per the 2010 U.S. Census). The County is in Virginia's Central Piedmont region between the Appomattox and James Rivers.

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

Powhatan offers businesses all the benefits and conveniences of, but a welcomed respite from, metropolitan areas. As one of the fastest growing counties in the Commonwealth, Powhatan strives to maintain rural charm, while smartly planning for a balance of business and residential growth. Among the greatest attractions for both businesses and residents are the easy access to an excellent transportation network, outstanding schools, no gross receipts tax and an extraordinary quality of life.

The County is governed by a five-member Board of Supervisors. The supervisors are elected by district and serve four-year concurrent terms. The current Board is serving the 2020-2023 term and took seat January 1, 2020. A special appointment for a vacant District 2 seat occurred in April 2021 and a special election will be held on November 2, 2021 to fill the seat for the remainder of the term.



Powhatan County's annual budget is \$100M. This includes \$50M appropriated to Powhatan Public Schools. The budget is balanced without the use of one-time revenue sources. The County has a strong, resilient economy and has seen steady revenue growth in the past five budget cycles. With only 189 Full-Time Equivalents (FTEs), the County operates very efficiently.

The top industries in Powhatan are construction; professional, scientific, and technical services; finance and insurance; health care and social assistance; and administrative and support. Historically, residential assessments have represented 92% of the County's total assessment base.

# ABOUT THE DEPARTMENT

This is a new department created by the Board of Supervisors in the FY22 budget. Previously, the Planning Department and the Building Inspection office reviewed a significant volume of residential and commercial permits and zoning inquiries and allocated a large portion of their resources to customer service and front desk inquiries. The new Permit Center will be structured to provide customer service directly to the public, providing answers to questions including the permitting process, managing inspection requests, permit status, zoning restrictions, and setback requirements, while being able to provide same day building permits for many smaller projects such as decks and fencing. The Permit Center will work closely with the Building Inspection Office and the Planning Department to insure that customers are updated on their permit status and any procedural guidance.



## POSITION PROFILE

This position provides an opportunity to join a vibrant team of local government professionals in a community with an excellent quality of life. Powhatan County is the Richmond region's best kept secret for work-life balance while being a short drive from the capital city's amenities. Powhatan County was named one of Richmond's Top Workplaces for 2020.

The Permit Center Manager will direct the day-to-day operation of the Permit Center and will report to the Assistant County Administrator, supervising a team of two staff that will transition from existing positions in both the Building Inspection and Planning Departments.

## IDEAL CANDIDATE

Powhatan County desires to hire a skilled, experienced, visionary leader, who is a confident communicator who can engage and inspire others to achieve the department's goals of providing timely and organized permits. The Permit Center Manager shall be a well-regarded, resourceful, results-oriented and highly qualified change leader, who is an expert at building relationships, is experienced in the local permitting and zoning process with a proven record of cultivating strong business relationships and meeting or exceeding organizational goals and objectives. This diplomatic and expert problem solver can work collaboratively and is proficient at communicating technical information in plain language to a diverse audience including citizens, staff, peers, and other constituencies.



## SPECIAL REQUIREMENTS

Candidates should enjoy the challenges of starting a new Permit Center and the transition to a new ERP system installation in Powhatan. The ERP system is by Keystone and will integrate the permitting process within the organization, including the real estate assessment office and planning and zoning. The Keystone system will offer many new options for improving online services for the public. Any combination of education and work experience equivalent to graduation from an accredited college or university. Preferred Candidates would have five (5) years of work experience for a Virginia locality, or equivalent, preferably including some supervisory capacity and experience with GIS.

## COMPENSATION & BENEFITS

Powhatan County offers a competitive salary commensurate with qualifications and experience. The County has a generous benefits package, including participation in the Virginia Retirement System, health/dental/vision insurance, and professional development support.

## APPLICATION PROCESS

The Permit Center Manager position is open until filled. Please apply online at the following address: [www.governmentjobs.com/careers/powhatanva](http://www.governmentjobs.com/careers/powhatanva). Powhatan County is an Equal Opportunity Employer.

