

A photograph of the Cumberland County Courthouse, a two-story red brick building with white columns and a gabled roof. In the foreground, there is a signpost with a sign that reads "Courthouse", "Circuit Court Clerk", "District Court Clerk", and "Planning / Zoning". The sign also features the Cumberland County seal and the text "SINCE 1789" and "NO WEAPONS ALLOWED".

CUMBERLAND COUNTY, VIRGINIA COUNTY ADMINISTRATOR

The Community

Cumberland County (population 10,082 and 296 sq. miles), "Virginia's Heartland," is an area rich in agriculture, tradition, and natural resources. Cumberland County is located in central Virginia with excellent access to several of Virginia's leading cities including Richmond, Virginia's capital city, which is 50 miles to the east. Lynchburg is 60 miles to the west, and Charlottesville is 40 miles to the north. The nation's Capital, Washington D.C., is located approximately 120 miles to the northeast.

Cumberland County is part of Planning District 14, served by the Commonwealth Regional Council, which is comprised of Amelia, Buckingham, Charlotte, Cumberland, Lunenburg, Nottoway, and Prince Edward Counties. Cumberland offers the perfect blend of a peaceful, rural setting with easy accessibility to Virginia's nearby metropolitan areas. Cumberland is bordered by the Appomattox River on the south and the James River separates Cumberland County from the counties of Fluvanna and Goochland on the north. Also home to Bear Creek State Park, Cumberland residents and visitors enjoy recreational amenities such as camping, hiking, boating, archery and more. The County ranks 8th in the state in agriculture, and is the 5th largest poultry producer. Much of the county not dedicated to farming is forested land, with forests covering approximately 62 percent of the county's land surface area.

Approximately 1,400 students attend schools in the Cumberland County Public School System, which is composed of one high school, one middle school, and one elementary school. All three schools are fully accredited by the Virginia Department of Education. There is a one-to-one technology initiative where students have school-issued Chromebooks, and the high school takes pride in offering associates degrees from Southside Virginia Community College for students who participate in the dual enrollment program. In addition, career and technical education courses are offered including an Energy and Power course through a partnership with Dominion Energy, which can lead to an industry credential in the fundamentals of energy. With an on-time graduation rate of 92.5 percent, twenty-five students also graduated with associate degrees in the Class of 2020.

Cumberland County's location in the Mid-Atlantic States region, so near to the nation's capital, the Atlantic Ocean, the Port of Hampton Roads, and a significant cluster of the U.S. population, suggests that the County will experience significant population growth in the next two decades. Cumberland is small, rural, and family-oriented.

The Organization

The Cumberland County Board of Supervisors serve four-year terms and represent five election districts. The Chairman and Vice Chairman of the Board are elected by the Board-at-large.

The Board of Supervisors appoints the County Administrator, who in turn appoints the directors of various departments and oversees the day-to-day operations of county services and an authorized employee complement of 70 FTEs. The County Administrator has five direct reports.

Cumberland County's \$15.7 million all funds budget supports general governmental services, including fire protection; emergency medical response; code enforcement, engineering, planning and zoning; general administrative services; and recreational programs.



The Position

The Board of Supervisors appoints a County Administrator who has responsibility to:

- Plan, direct, and coordinate the overall operations of the County government
- Provide management support for County Department Directors
- Ensure proper operations, staffing and budgeting
- Implement Board of Supervisors' legislation and goals
- Keep the Board of Supervisors and employees informed of critical information, and
- Provide a high level of service to residents of Cumberland County

The County Administrator is also involved in economic development activities and will represent the County at various meetings and conferences, and make presentations related to County activities.

The County Administrator leads the County's management team and supervises the Deputy Clerk of the Board, Director of Public Works, Chief of Fire & EMS, Assistant County Administrator (Administration and Finance), and the County Attorney. The successful candidate will see the big picture, while being grounded enough to recognize the constraints. They will possess a strong work ethic and have the ability to lead staff and manage projects.



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Desired Capabilities

The ideal candidate will be fair, an excellent communicator, decisive, multi-task oriented, able to see the potential of the County beyond where it currently stands, and share the Board's mission and vision.

The successful candidate's experience should include demonstrated success in economic and community development; building Board, regional and community consensus; and pushing staff to think outside the box and constantly thinking of "what can we be." The next County Administrator will have consistent and clear communications with the Board, staff and the community, and explain why recommendations or decisions are being made. The County Administrator will also:

- Be proactive but also willing to brainstorm ideas to find resolutions to problems
- Hold staff accountable for their expected tasks and actions and treat staff fairly
- Maintain a professional relationship with both the public and employees.



Leadership Opportunities

The County Administrator will provide dynamic organizational leadership, working with the management team to recover from the financial impact of COVID-19. The successful candidate will come in with the mind-set of making decisions for the best interest of Cumberland County in a manner consistent with federal, state and local regulations, while working cooperatively with regional partners. The candidate will be technologically astute, leading the County forward in improvements for citizens including centralizing processes or in ways to improve the efficiency of staff.

Other leadership opportunities include:

Economic development. Provide leadership to attract new and retain existing businesses in the County, and to diversify the tax base, in particular to attract a grocery store. The County is poised for growth under the guidance of the new County Administrator and the newly seated members of the Economic Development Authority. Working within the confines of limited infrastructure, continued streamlining of County processes will help facilitate development applications and negotiate contracts. The introduction of county-wide broadband by the end of the calendar year is an asset.

Organizational management. The County Administrator will review the organizational structure with the goal of right-sizing and restructuring departments, if necessary. The successful candidate will value and support the existing dedicated and talented staff, and inspire them to do greater things. The County Administrator will hold regular meetings with staff and communicate clearly. The new County Administrator will be honest, decisive, optimistic, transparent, and reliable, and expect the same from their staff.

Comprehensive plan update and branding. Work with the existing contractor who will create conceptual plans and branding for the County and the vision of what the County can be; move forward with the comprehensive plan to implementation.

COVID-19 response. The next County Administrator will continue the due diligence involved with being very thorough and concise with the disbursement of COVID-related funds from the county. Other sources, such as the America Cares program, will provide more than \$3 million over the next three years for additional distribution.

Asset management and replacement program. The next County administrator will undertake the evaluation of an asset management and replacement program for tools, equipment and fleet.



Qualifications and Experience

This position requires any combination of education and experience equivalent to graduation from an accredited college with a bachelor's degree in business or public administration, planning or related field; with a master's degree preferred. In addition, possessing managerial experience, preferably in the public sector, is desired. The successful individual must be able to demonstrate experience and proven success in finance and budget, growth management, strategic planning, staff development and collaboration with residents and outside agencies. The successful candidate will possess integrity, fortitude and transparency.



Compensation and Benefits

The starting salary for this position will be \$120,000 - \$150,000 depending upon qualifications and experience. The County also provides a comprehensive benefits package including participation in Virginia Retirement System, paid vacation and sick leave, life, disability, a 457 deferred compensation plan, and health insurance. Residency within the County is required.

Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/3102>

This position is open until filled; first review of resumes occurs on October 18, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact , please contact Anne Lewis at Anne.Lewis@bakertilly.com or (703) 923-8214.

For more information about the County, please visit: <https://cumberlandcounty.virginia.gov/>

Cumberland County is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, age, marital status, creed, limited English proficiency, or handicap in its programs, activities, or employment practices as required by Title VI, Title IX, and Section 504.



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