



DEPUTY COUNTY ADMINISTRATOR

STAFFORD COUNTY, VIRGINIA



PUBLIC SECTOR EXECUTIVE RECRUITMENT

The Community

Stafford County, Virginia, is ideally located along the Interstate 95 corridor just 40 miles south of Washington, DC and 50 miles north of Richmond. The County has a diverse population of over 156,927 residents, as of the 2020 census, and is one of the fastest-growing counties in Virginia and the United States. The County continues to experience growth in its diversity and continues the effort to ensure the community's future needs remain a priority. Stafford has a wide variety of living choices, including waterfront, golf club communities, gated communities, suburban, country, and active adult communities.

Stafford County is a flourishing community that continues to achieve all that our residents, businesses, and visitors have come to imagine. Stafford is a great place to call home from its early beginnings that are deep-rooted in our nation's history to the evolution into a progressive and well-designed locality. It places the citizens first, ensuring that our home is always welcoming and our businesses continue to prosper.

Stafford's Smart Growth Strategy leads with a comprehensive transportation system resulting in safe and efficient travel for residents, businesses and visitors. This approach also includes efforts to preserve and provide access to the County's vast inventory of natural and historic resources, including distinctive historical sites, forests and wetlands along the Potomac River, Potomac Creek, Aquia Creek and the Rappahannock River. These efforts protect thousands of acres of public parklands for the enjoyment of current and future generations.

Founded in 1664, the County has strong connections to events that shaped the nation's history. Most notably, the County's prosperous iron industry attracted Augustine Washington and his family, including a six-year-old son named George, to Ferry Farm in Stafford. The future president spent his formative years there until he reached young adulthood. During the Civil War, Stafford served as a logistical and transportation center for both northern and southern forces.



The Community *continued*



Education

The Stafford County Public School system is a high-performing, nationally recognized school division and one of the largest school divisions in the Commonwealth, with all schools being fully accredited. Programs offer students core academics, advanced placement, and technical skills that match their career interests. Higher education facilities in and around the area are well-represented, with the campuses of George Mason University, Northern Virginia Community College, the University of Mary Washington, Germanna Community College, and Lord Fairfax Community College all within a short drive.



Medical Care

Stafford County is home to the Stafford Hospital Center, a full-service, acute care medical facility offering first-rate care and services. The hospital attracts many additional healthcare businesses, and more growth is anticipated. In addition, Stafford is within close proximity to several major medical facilities in the Richmond and Washington, DC area.



Transportation

The major airports of Dulles, Reagan National, BWI, and Richmond are all located as close as 45 minutes from Stafford and are easily accessible via major highways of the Stafford region. The Virginia Railway Express provides daily commuter rail service from two stops in Stafford for ease of access into Washington, DC. Stafford is also home to the Stafford Regional Airport, a state-of-the-art general aviation airport serving as a reliever to Reagan National Airport.



Recreation

Stafford's unique location between the Blue Ridge Mountains to the west and the Chesapeake Bay to the east allows residents to choose from an array of recreational and cultural opportunities. Stafford has rich outdoor recreation and athletic options, including kayaking and boating on the Potomac Rivers and Rappahannock, historical sites and artistic galleries and walks, and the world-class Rouse Sports Center offering indoor aquatics outdoor fields. Stafford envisions developing a new mixed-use, social and entertainment "Downtown Stafford" in the near future to offer additional community experiences. The quality of life within the County and the surrounding region is accentuated by its natural beauty and 51 miles of shoreline with wineries, craft breweries, and historical sites to explore.



The Economy

Stafford offers a pro-business community, diverse recreational attractions, a growing presence in sports tourism, and is home to some of the nation's leading companies. Marine Corps Base Quantico occupies 33,000 acres in northern Stafford County. The Marine Corps Officer Candidates School, FBI Academy, FBI Crime Lab, and Military Criminal Investigative Services are all located on the base. Over 25,000 military and civilian employees work here, and over 60% hold a bachelor's degree or higher. Stafford is home to over 2,870 businesses, including over 40 defense, security, and technology firms, GEICO insurance, and a diversified portfolio of large and small firms.





The Organization

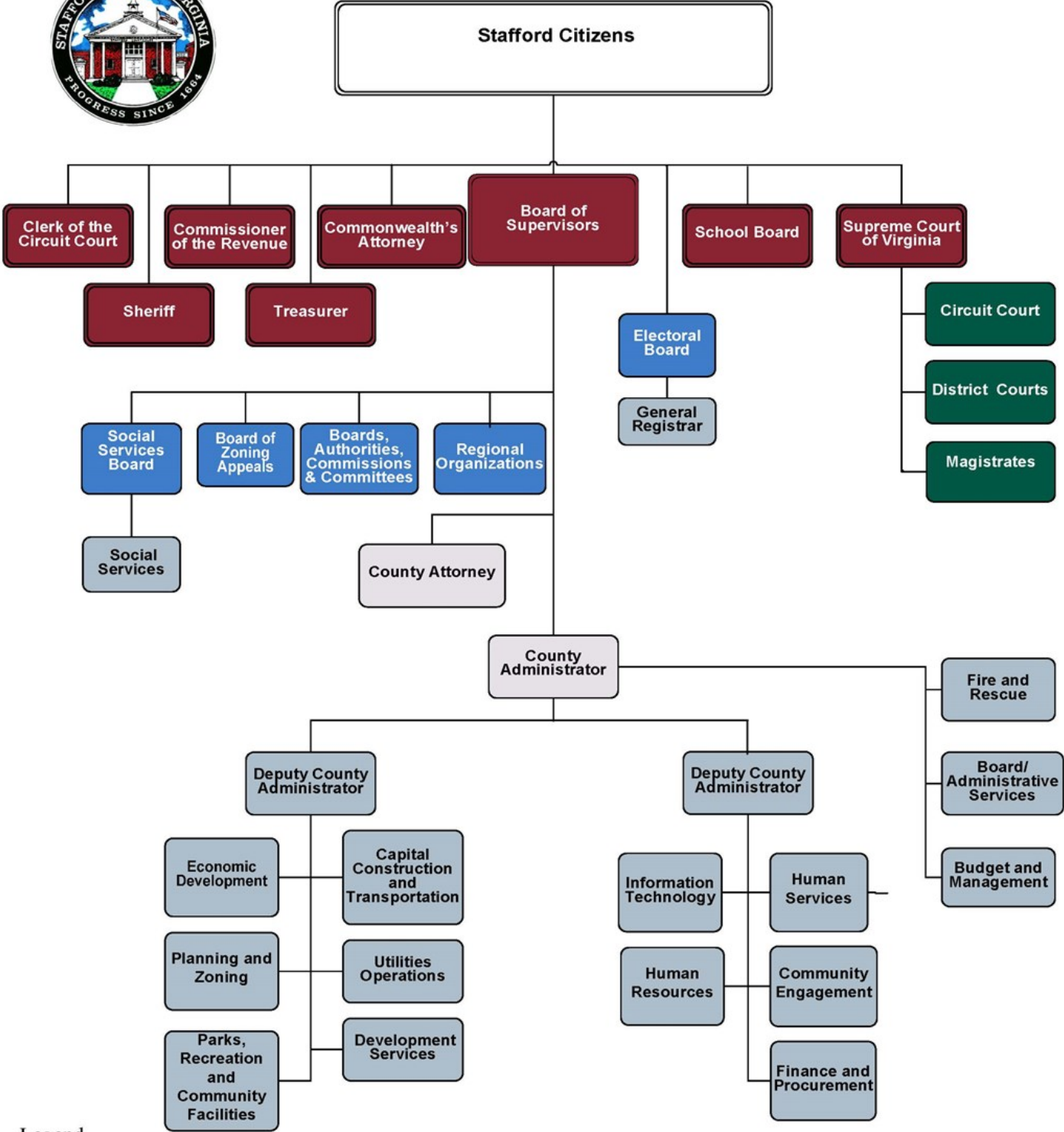
Stafford County has an overall budget of \$696 million, and more than 1,200 County employees support this community. The organization promotes and values leadership at all levels that empower and engages employees in decision-making processes. Through a performance management system, the organization focuses on developing its employees by allowing them to grow and advance within the organization. The organization has adopted six key values that are integrated into the organization and support the community and each other: customer first, stronger together, infinite possibilities, ardent learners, unwavering respect, and proactive ownership. The established Executive Leadership Team of the organization guides its work through a charter. The team serves as an agent of change and promotes high performance continuously throughout the organization. They foster and help develop an organization that strategically plans for and adapts to a changing community, creating a supportive work environment and championing a culture of excellence.

The County of Stafford operates under the traditional Board-Administrator form of government, with a seven-member, elected Board of Supervisors serving as the legislative body of the local government, with each member serving a four (4) year, staggered term. The Board is responsible for enacting laws, setting policies, approving the budget for county services, and appointing citizens to several boards, authorities and commissions. The County Administrator is appointed by the Board and serves at the pleasure of the Board, carrying out the Board's adopted policies, directing business procedures, and overseeing day-to-day operations and activities of all County departments. The County has demonstrated sound financial management, as recognized in their Triple-AAA Bond rating from all three rating agencies, where they join only 47 localities across the country with this distinction.

The Board of Supervisors established the [Stafford County 2040 plan](#), a strategic plan focusing on Healthy Growth, a Responsive Transportation System, becoming the Heartbeat of Recreation, History, and Culture, offering Quality Educational Opportunities, continuing to be a Vibrant and Exciting Business Community, providing a Dedicated and Responsive Public Safety Team, and achieving Organizational Excellence. The strategic plan, along with the County's five-year financial plan and Comprehensive Plan, is a road map for the organization in meeting the needs of a growing community. The County is invested and engaged with a governance philosophy that is fiscally efficient in delivering core services responsive to the ever-changing needs of this multi-dimensional community.

Organizational Chart

COUNTY OF STAFFORD, VIRGINIA



Legend

Elected Officials/Constitutional Officers
Courts
Appointed by the Board of Supervisors
Boards and Commissions
Agencies and Departments

The Position

Stafford County is a high-performing local government organization that maintains a culture embracing inclusion and inspiring individual and organizational excellence. The Deputy County Administrator is one of two Deputies and serves on the Executive Leadership team. In this role, the Deputy County Administrator will oversee the majority of the County's external facing departments, including Capital Construction and Transportation, Utilities Operations, Development Services, Economic Development, Planning and Zoning, and Parks, Recreation, and Community Facilities. This position also provides oversight to the Regional Landfill. The selected candidate provides strategic direction to assigned departments and acts as a liaison between the County Administrator and department directors. The ideal candidate will have a broad understanding of local government operations and have specific experience working in or overseeing most of these functions, as summarized below.

- Experience with Utilities and Capital Construction operations, including road and bridge development and maintenance, wastewater management, solid waste management, stormwater management, and capital projects management.
- Familiarity with capital improvement planning and financing with experience linking strategic planning goals to the annual budget is desired.
- Knowledge of the principles, methods and equipment related to landfill operations, including OSHA and DEQ standards. Familiarity in establishing safety and recycling programs.
- Demonstrated ability to support and oversee aspects of urban planning, long-range planning and zoning, historic preservation, permitting, building code inspection and enforcement, and environmental, erosion, and sediment control.
- Experience with facilitation and participation skills with citizen groups, external governmental agencies, and authorities and commissions.
- Demonstrated understanding and involvement in industrial development, public relations, and tourism.
- Experience developing and maintaining effective working relationships with a wide range of organizations in the business and development community.
- Familiarity working with an Economic Development Authority or Industrial Development Authority is desired.
- Solid understanding of recreation and athletic programs, parks, facilities, property management, and infrastructure planning and development.
- Familiarity partnering with community organizations and agencies, leveraging strengths to provide the expanding needs of the community.
- Understanding of the environmental and technical abilities required



Organizational Vision

Through a culture of enthusiasm, creativity, and continuous improvement, we serve to make a difference.

Organizational Values

Proactive Ownership

We take initiative and act on the belief that our everyday efforts, no matter how small, will have far-reaching effects on the entire organization

Infinite Possibilities

We encourage imagination, opportunities and solutions in our delivery of service

Customer First

We value, respect, and listen to both our internal and external customers. We take responsibility in our words and in our actions to create a positive experience for all.

Stronger Together

We expect and encourage participation and collaboration every day.

Ardent Learners

We are committed to continuous learning and growth opportunities

Unwavering Respect

We value and appreciate each other

The Ideal Candidate

Stafford County Government is seeking a proven leader and experienced professional for the position of Deputy County Administrator. This Deputy County Administrator position oversees most of the County's external facing departments, including Economic Development, Planning and Zoning, Development Services, Capital Construction, Utilities, Parks, Recreation and Community Facilities, and the Regional Landfill. The ideal candidate will demonstrate an extensive knowledge of sound management practices and promote leadership at all levels by empowering others to be resourceful and engage in the decision-making process.

Professional Skills and Management Style

- Strong knowledge of budget development and implementation
- Ability to see the "big picture" and develop long-range strategies
- Strong interpersonal skills
- Technologically adept
- Excellent presentation skills, including the ability to explain technical issues in everyday language to diverse audiences
- Hard-working, self-starter, who takes the initiative and accomplishes directives with minimal supervision
- Creative problem-solver and strong negotiation skills
- Fair and consistent in interpreting and applying policies, ordinances and regulations

Personal Traits

- Enthusiastic and innovative
- Ability to do the right thing in the face of difficult circumstances
- Personable with the ability to bring levity to the workplace
- Well-organized, ethical, and honest
- Mature and self-confident
- Tactful, discreet, diplomatic
- Apolitical

Skills, Abilities and Past Performance

Administrative Ability

- Ability to conduct a wide range of County administrative responsibilities in a manner that exemplifies the highest professional standards and reflects positively on the County, its goals, and its values.
- Must be able to develop effective working relationships with County department directors, Constitutional Officers, and independent agencies and commissions by articulating clear expectations and ensuring interdepartmental coordination and collaboration.
- Excellent communication skills are essential, including listening and communicating with the County Administrator, the Board, and staff members.
- Ability to have direct and personable interactions with citizens while communicating both routine and controversial issues.
- Policy and procedure development experience that organizes processes and creates clarity and transparency is highly desired.

County Administrator Relations

- Ability to work as a trusted team member, maintaining an open and honest dialogue while working through developing and evolving challenges.
- Serving as an individual who has the courage to broach difficult questions, remaining focused on finding solutions when needed.
- Works with the other Deputy County Administrator in keeping the County Administrator informed regularly.
- A strong supporter of adopted policies who share the County's vision and values with others and works in concert with the Administrator's team to realize that vision.

Skills, Abilities and Past Performance *continued*

Board of Supervisors Relations

- Must have the ability to provide the Board with well-developed information that supports the Board's decision-making responsibilities while explaining technical processes concisely and clearly.
- Must be able to present all sides of a matter openly and honestly to the Board members individually and collectively.
- Interpret and carry out Board approved policies and directions enthusiastically.

Intergovernmental Relations

- Must develop a good working relationship with other local governments, schools, and regional, state and federal agencies.
- Demonstrated ability to build and maintain effective working relationships with all County and state officials.

Qualifications and Experience

Successful candidates will have a Master's degree in public or business administration, economics, planning, engineering, recreation management, or a related field. A minimum of five to nine years of public or private sector-management experience as chief or deputy chief administrative officer of a comparably sized community or organization is desired. The individual's experience must demonstrate familiarity with a broad range of local government operations, from public works and utilities to parks and recreation and economic development. Additional experience in a responsible management-level public or private sector position with greater experience is beneficial. Experience working in a fast-paced, growing community or organization and successfully balancing a wide range of services related to supporting an increasingly industrial, commercial and residential presence while maintaining and improving quality of life factors for the community is an important consideration. A record of consistent professional development as may be achieved through membership in ICMA and designation as an ICMA Credentialed Manager would be an advantage.



Compensation and Benefits

The salary range for the Deputy County Administrator position is \$134,992 to \$229,486. The hiring range is \$145,000 to \$185,000 and is negotiable based upon the qualifications of the successful candidate. Benefits include but are not limited to:

- Participation in the Virginia Retirement System
- Medical, dental, and vision: a summary of current premiums are listed below, additional tiers are available.

Medical Plan Option	Premium PPO	Core PPO	HDHP with HSA
Employee Only (monthly)	\$99	\$32	\$26
Family (monthly)	\$323	\$140	\$115

Dental Plan Option	High Option	Low Option
Employee Only (monthly)	\$5	\$5
Family (monthly)	\$20	\$17

- Group life and disability insurances
- Vacation, administrative, holiday and sick leave
- Employee Assistance Program
- Professional dues, and conference expenses.

Stafford County values a culture of diverse perspectives and life experiences. The organization embraces innovation, collaboration and continuous learning, offering job stability and an opportunity to serve and support the growing community. Stafford County is an equal opportunity employer with a commitment to an inclusive workforce.

Application and Selection Process

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

<https://bakertilly.recruitmenthome.com/postings/3094>

This position is open until filled; first review of resumes occurs on October 14, 2021. Following this date, applications will be screened against criteria outlined in this brochure. For more information or to request accommodations, please contact Anne Lewis at anne.lewis@bakertilly.com or 703-923-8214.

For more information about Stafford County, visit: <https://staffordcountyva.gov/>



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