



# COUNTY ADMINISTRATOR

PRINCE GEORGE COUNTY, VIRGINIA



PUBLIC SECTOR EXECUTIVE RECRUITMENT



# The Community

Prince George County (pop. 43,010), the fifth fastest growing county in the Commonwealth of Virginia, is located just 27 miles south of Richmond and within the Greater Richmond Region. The northwestern corner of the County near the cities of Hopewell, Petersburg, and the location of Fort Lee is urban, while the rest of the County is rural with most land devoted to agriculture and timber production. The County provides ideal access to all major East Coast and Sunbelt markets via Interstates 85, 95 and 295.

Prince George County is proud of its rural heritage and works to preserve farmland while designating specific areas in the northern portions of the County for business development. The County's industrial park has many internationally known businesses, including Amazon, Goya Foods Distribution Center, Perdue Farms, and the Rolls Royce Crosspointe Centre facility. Prince George has a strong logistics, military, and information economy with Fort Lee, the County's largest economic asset, serving as a catalyst for progress.

Prince George County is rich in history from the first days of Captain John Smith's exploration of the new world through the Civil War. President Lincoln spent two weeks in Prince George County just before the fall of Petersburg and Richmond as the Civil War was ending. In addition to an abundance of history to explore, the County also offers miles of waterfront for boating and fishing, as well as ziplining, hiking, and biking. The cities of Hopewell and Prince George have become a culinary destination, offering homemade honey and mead, locally roasted coffee beans, fresh oysters, down-home BBQ, and other unique dining options that draw visitors from around the region.

Prince George County provides a variety of educational options, including Prince George High School, N.B. Clements Junior High, J.E.J. Moore Middle School, and five elementary schools. The Richard Bland College of William and Mary in South Prince George offers both in-person and online courses to prepare students for university transfer.

Prince George County continues to experience steady population and economic growth while maintaining an optimum quality of life for its residents.



# The Organization

Prince George County operates with five elected Supervisors under the traditional Board form of government. The Board has legislative responsibilities to include adopting ordinances and resolutions which govern the County. The Board also has administrative responsibilities such as levying taxes, establishing a budget, appropriating funds, and overseeing general County operations.

The County Administrator answers to the Board of Supervisors, who are elected from single-member districts, and oversees the day-to-day operations of the County. The County has an FY2022 budget of \$134,390,462 (includes school funds), a Moody's credit rating of Aa2, and an S&P rating of AA+. The County currently has a total of 276 FT positions.

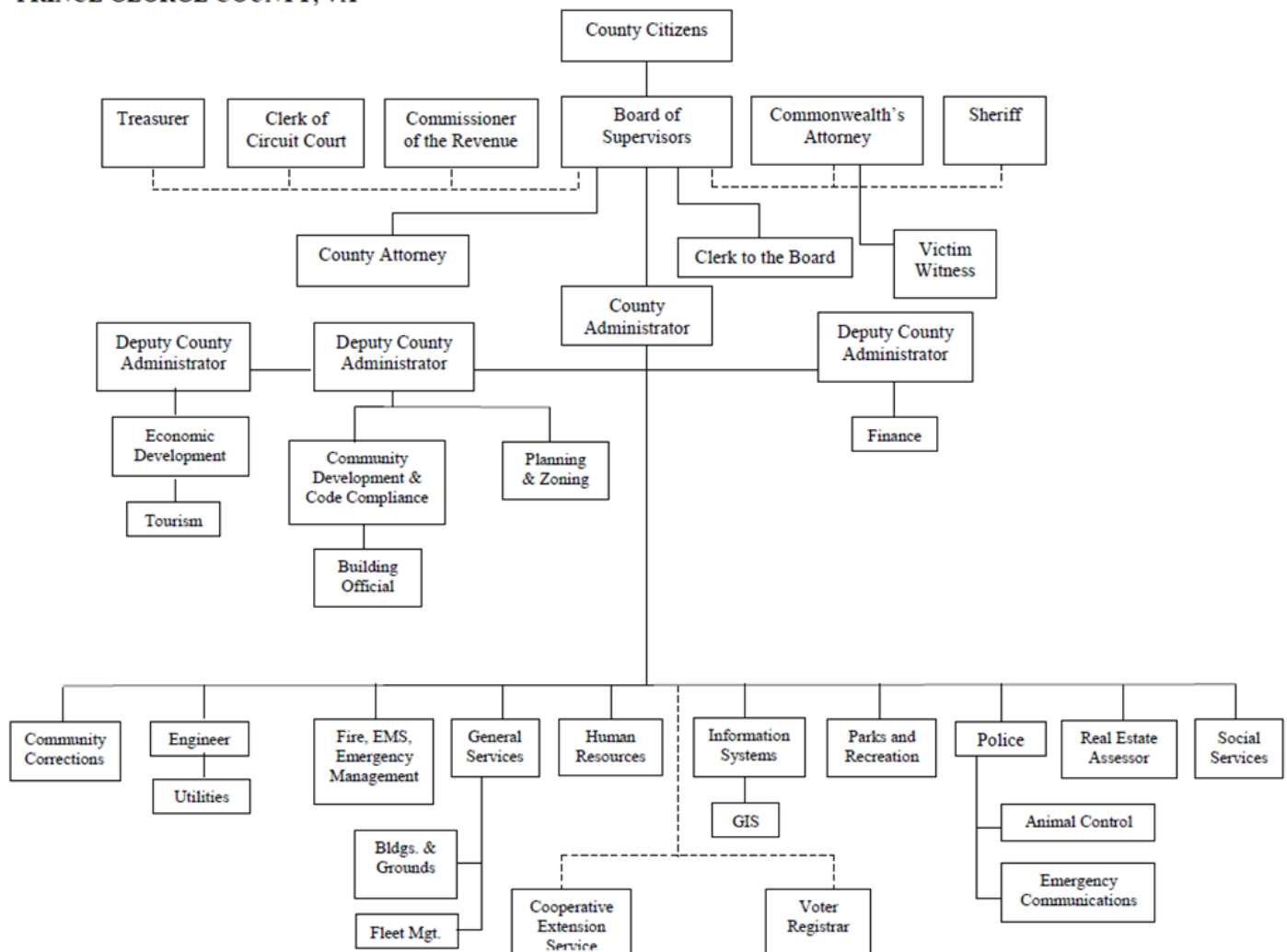


## VISION

*Prince George County...A global community where families thrive and businesses prosper.*

Organization Chart  
12/11/19

### PRINCE GEORGE COUNTY, VA





# The Position

The Office of County Administration leads the operations of the County government to meet the needs of the citizens of Prince George County. The office advises members of the Board of Supervisors, recommends policies, and sets priorities for consideration by the Board concerning the provision of programs and services that provide the highest quality of life to County citizens. The County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication with various sectors of the community such as the legislative delegation, business community, area governments, and county residents.

The County Administrator oversees the Administrative Executive Committee (AEC) which includes the following: Deputy County Administrator (Director of Economic Development & Tourism); Deputy County Administrator, Director of Finance); Deputy County Administrator (Director of Community Development & Code Compliance); Director of Riverside Criminal Justice Agency; Real Estate Assessor; Chief of Police; Director of Utilities and Engineering; Director of Human Resources; Director of Social Services; Fire & EMS Chief; Director of General Services; Director of Parks & Recreation; and the Director of Information Technologies.







## Desired Qualifications

The County Administrator will be a visible, solutions-oriented leader who will anticipate events that could affect the County and make good and defensible, yet bold decisions. The County Administrator will also be a highly effective communicator keeping staff and residents informed of County activities. They will hear concerns, encourage suggestions, and respect the input of others. The candidate must be prepared to motivate employees and demonstrate success in dealing with a trained and motivated staff fairly and openly. The successful candidate should demonstrate strong team-building skills and a commitment to selecting and providing equal employment opportunity and training programs for staff. The individual must demonstrate ability to manage and tactfully resolve employee-related conflicts.

The successful candidate will have a proven record of successful economic development projects; productive community and stakeholder relationships, and strong financial acumen to support daily operations and long term infrastructure development. Other desired capabilities and personal traits include:

- Proactive; forward thinking
- Good analytical skills; creative, an idea person
- Well organized and able to develop schedules and meet deadlines
- Thorough knowledge of laws and regulations relating to local government administration
- Self starter, hard working, producer
- Absolutely honest and ethical; impeccable integrity and the highest degree of moral character
- Apolitical, discreet, diplomatic and courteous
- Unbiased in all dealings, regardless of the individual
- Firm, yet tactful





## Leadership Opportunities

The County Administrator will provide dynamic organizational leadership, working with the management team to respond to residents, businesses, and employees. The County Administrator is responsible for reporting to the Board the staff accomplishments on the Six-Month Work Plans. Other leadership opportunities include:

**Strategic direction.** The County Administrator will place an emphasis on long-range planning and the effects of the continued growth in order to build future budgets and capital plans. The Board recognizes its responsibilities of providing core services to the citizens of Prince George in the areas of education, public safety and social services. The County plans to prepare a new strategic plan during 2021-2022 and a consultant will provide services for this initiative. During the last process, the following strategic initiatives were put forth as additional priorities to advance the vision and mission of the County:

- Bolster economic well-being
- Practice good governance
- Funding the future
- Strengthen civic partnerships

**Economic development.** Provide leadership to attract new and retain existing businesses in the County, to attract quality development to the South Point Business Park. Position the County to secure grants and other funding sources to further development and diversify the tax base. The County Administrator will understand the current supply chain issues and how this may impact contractors and development.

**Organizational management.** The County Administrator will lead by example and let the talented staff perform as subject matter experts. It will be important to avoid micromanagement and let staff know the County Administrator is there to help but not get in the way. In order to accomplish the long range goals of the County, the County Administrator will avoid silos and encourage whole organizational thinking, and will communicate with the Board frequently to avoid surprises.

**Infrastructure.** The County Administrator will support investment in water and sewer infrastructure to guide growth to maintain livability and to aid in business opportunities in the South Point Business Park. With the population growth, there will also be a need for new schools.

**Public Safety.** The successful candidate will continue the emphasis on public safety. They will understand the importance of decisions that will support maintaining police, fire, and EMS response times, and the ISO rating.

## EDUCATION 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, processing 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.

## COMPENSATION AND BENEFITS

The starting salary range for this position is \$132,966 - \$212,746. A contract will be negotiated. Benefits include health insurance, dental, vision, 457b, supplemental insurance, health savings, flexible spending, VRS, and group life insurance. The hired candidate must establish residency within the County within six months of their hire date. The County will reimburse up to \$5k for relocation expenses; expenses over that amount need the entire Board approval.

## APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online at:

<https://bakertilly.recruitmenthome.com/postings/3261>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than January 24, 2021. For more information, please contact Anne Lewis at [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com) or by calling 703-923-8214.

For more information about Prince George County, Virginia, please visit <https://www.princegeorgecountyva.gov/>

Prince George County is an Equal Opportunity Employer and values diversity at all levels of its workforce.



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