



Southampton County, Virginia Seeks Next County Administrator

Consider the opportunity to lead a County where respect for community history is embraced, and there is a strong commitment to the strategic vision of ensuring agricultural sustainability and economic vitality.

Southampton County (County Seat: Courtland, VA), is seeking an energetic, facilitative, and visionary **County Administrator** with the ability to lead competent staff and work effectively within the traditional form of county government in Virginia, with an appointed County Administrator. This is a “working manager” position where the Administrator has designated projects s/he will lead. The successful Administrator has a track record of partnering and collaborating with staff, community, regional partners, and the Board to carry out the strategic priorities of the community, with a special emphasis on excellent fiscal management and economic development.

About the Community: Centrally located between rural Southside Virginia and the bustling metropolitan region of Hampton Roads, Southampton County is a special place that offers something for just about everyone. Here you’ll find a bucolic countryside with fertile fields of corn, cotton, and peanuts along with dense forests of pine and hardwood. There are six charming small towns, each steeped with their unique local history and culture, in addition to several quaint villages and storied crossroads.

The arts are alive in Southampton County with Rawls Museum Arts in Courtland providing multiple galleries for local and visiting artists and performers to share their amazing skills and artworks. In addition, the Franklin-Southampton Concert Series regularly attracts high quality entertainers directly from Broadway, Carnegie Hall, and other prestigious venues to perform locally.

The Museum of Southampton History is a true crown jewel, with an impressive collection and display of local architecture, equipment, and other artifacts. The Nottoway Indian Tribe of Virginia has a fascinating Interpretive Center on Main Street in Capron and the Cheroenhaka (Nottoway) Indian Tribe regularly presents living history at “Cattashowrock Town,” a 17th-Century replica Native American palisade just east of Courtland.

While preserving its proud agricultural heritage and rich local history, the County is focused on the future. Its educational facilities are comfortable and modern, with all of its public schools fully accredited. Southampton County Schools was ranked among the top 25 percent of school districts in the Commonwealth of Virginia in 2019. It’s also served by Paul D. Camp Community College which offers a state-of-the-art Workforce Development Center at its Franklin campus to meet the needs of new and existing employers.

Centrally located on the Mid-Atlantic, Southampton County is within a day’s drive of more than 130 million consumers providing limitless opportunities for continued economic growth. The County is home to two world-class corporate citizens including Enviva, the world’s largest producer of wood pellets and Hampton

Farms, America's No. 1 in-shell peanut brand. And speaking of peanuts, the County is the unofficial Virginia Gourmet Peanut Capital with Belmont, Feridies, Gurganus, Hubs and Parker's gourmet peanuts all proudly produced in Southampton County.

Southampton County is a great place to live, work, and raise a family!

About the Organization: The County Administrator serves as chief administrator of county government and maintains responsibilities for administering all departments under the general control of the seven-member Board of Supervisors. Our organization's commitment to service reflects our values (Honesty, Knowledge, Teamwork, Spiritual, Community, and Perseverance) and are the basis for our choices. These values are reflected in our behavior and decisions every day.

About the Position: The County Administrator, who reports to the Board of Supervisors, will lead a staff of 150 and work with the Board to execute a vision of the community that ensures Southampton County develops in a well-planned, intentional, cost-effective manner while enhancing the quality of life for its citizens. The County provides services through 19 departments. The County Administrator oversees eight of those departments to include Administration, Public Works, Finance, Children's Services, Building Inspections, Planning, IT, and Water/Wastewater Utilities with a \$66.5M general fund budget inclusive of schools and the Sheriff's office that is supported by a tax rate of \$.89 per \$100 of assessed tax value. More information about the budget can be found [here](#). The next Administrator will be an effective communicator and inspirational leader who is able to motivate and develop staff; build partnerships with other local, regional, and state agencies; is knowledgeable about economic development, and able to manage and evaluate County infrastructure needs.

Key priorities for the next County Administrator include:

- evaluating the County's service delivery, capacity, and organizational structure to ensure that it can meet the needs of employees and the demands of the County.
- leading key capital improvement projects which include a \$25M Courthouse project that is underway as well as infrastructure investments.
- enhancing the relationship and partnership with the school board to deliver outstanding educational opportunities to residents;
- working with the Board of Supervisors to respond to economic development opportunities that are attracted to the county's land-rich and utility capacity while balancing strategic values; and,
- offering support and advocacy to staff while continuing to expect high levels of customer service and accountability.

Qualifications: A bachelor's degree in Public or Business Administration or a closely related field is required; a master's degree in Public or Business Administration is desirable. Candidate must have five or more years of successful and progressive levels of supervisory and management experience at the level of Department Head or higher. Must have a proven track record in effectively leading and motivating employees, effective budget development and management, execution of capital improvement projects, economic development, intergovernmental relations, personal community accessibility, and engagement in professional organizations.

The Successful Candidate:

- has excellent strategic and prioritization skills;
- is proactive and innovative regarding areas for growth, new development, and redevelopment;

- enjoys proactively engaging with the community, telling its story, advocating for opportunities, and marketing community strengths;
- effectively leads a diverse group of competent and team-oriented employees with varying backgrounds, tenures, and skillsets;
- is a creative thinker in assessing ways to increase revenue and manage expenses;
- constructively advises and provides guidance to the Board of Supervisors in helping them achieve their vision and priorities;
- is experienced in evaluating and implementing opportunities to work with the Board of Supervisors in order to strategically diversify the County tax base while creatively assessing ways to increase revenue and manage expenses;
- diplomatically engages with a diversity of stakeholders such as the school system, individual citizens, community groups, Board of Supervisors, employees, regional, state, and federal authorities in order to leverage County opportunities and mitigate challenges;
- effectively models, expects, and holds employees accountable for delivery of excellent customer service to both internal and external customers;
- communicates excellently both verbally and in writing, and possesses outstanding interpersonal skills both one on one and in groups; and,
- values accountability and holds high expectations of self and staff while also being an effective and respected leader.

Salary range and Application Process:

The hiring range is \$125,000 to \$156,250 with compensation and a contract negotiable based on experience and qualifications. The County offers outstanding benefits. Residency within the County is required within a reasonable negotiated time frame of appointment.

To apply, go to <https://agency.governmentjobs.com/developmentalassociates/default.cfm> **County Administrator – Southampton County** link, to learn more about the process visit Client Openings (or copy and paste into your browser: <https://developmentalassociates.com/client-openings/>). All applications must be fully completed and submitted online via the Developmental Associates application portal – NOT the County portal, nor any other external website; it is not sufficient to send only a resume. Resumes and cover letters must be uploaded with the application. Applicants should apply by February 09, 2022. Finalists will participate in virtual interviews and skill assessments on March 17-18, 2022. This requires about 3-4 hours of candidate time, not including preparation. Interviews with the Board will follow at a subsequent time. Applicants are encouraged to hold these dates should they be invited to participate. All *inquiries* should be emailed to hire@developmentalassociates.com. Southampton County is an Equal Opportunity Employer.