



**COUNTY ADMINISTRATOR**

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**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 and Rappahannock Rivers, historical sites and artistic galleries and walks, and the world-class Rouse Sports Center offering indoor aquatics, and synthetic and 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 with diverse recreational attractions and 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 empowers 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.

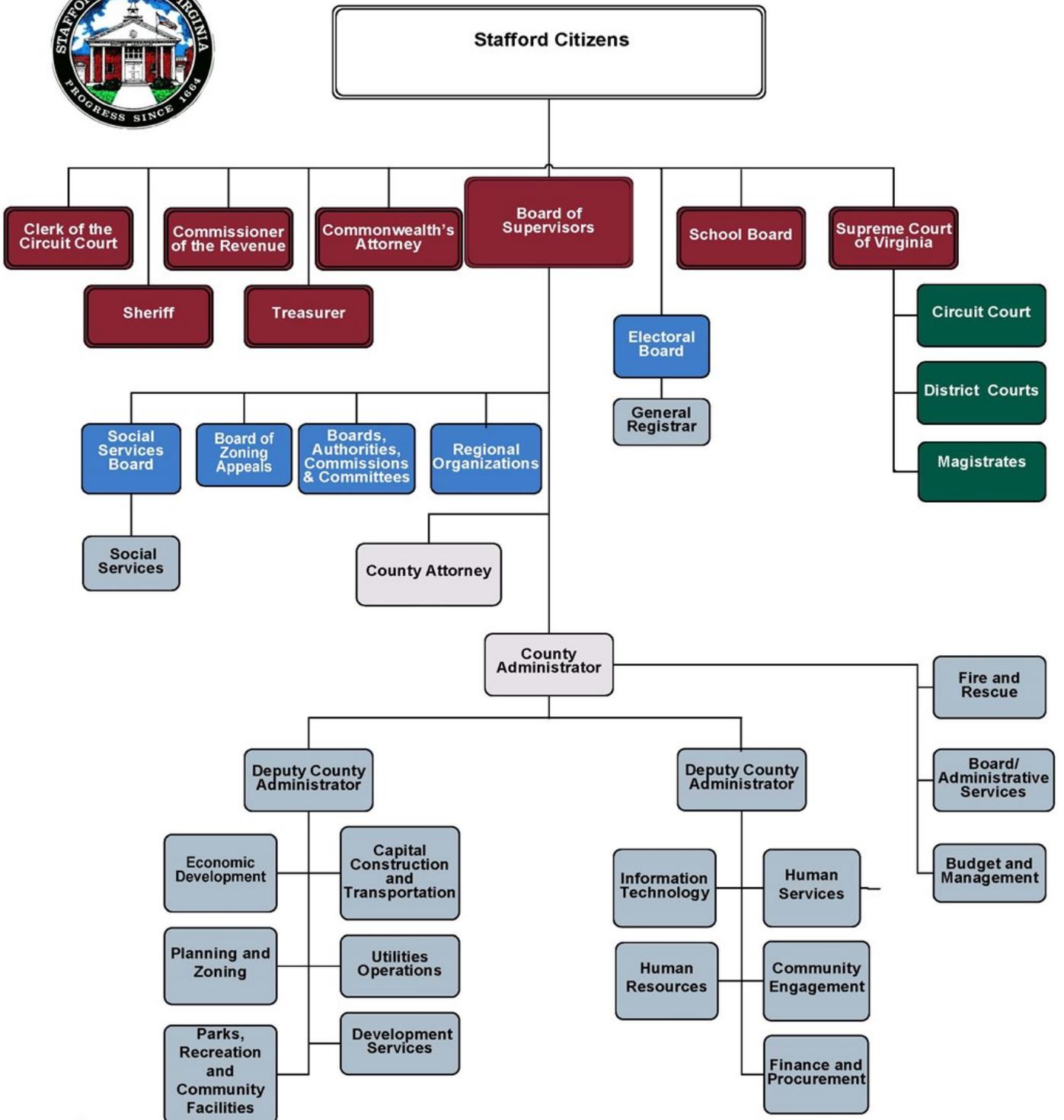
The County of Stafford operates under a traditional Board-Administrator form of government, with a seven-member, elected Board of Supervisors serving as the legislative body of the local government, with each member serving a four (4) year, staggered term. The Board is responsible for enacting laws, 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

8/23/2021

## The Position

The Office of County Administration leads the operations of the County government to meet the needs of the citizens of Stafford 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 Ideal Candidate

The County Administrator will be a proven leader and experienced professional who is visible and demonstrates an extensive knowledge of sound management practices. The ideal candidate will promote leadership at all levels by empowering others to be resourceful and engage in the decision-making process. The County Administrator will also be a highly effective communicator keeping the Board, the staff and residents informed and engaged in County activities. The successful candidate should demonstrate team-building skills and a commitment to selecting and providing an environment for employees be successful within the organization.

## Skills, Abilities and Past Performance

### Leadership Ability

- Provide dynamic organizational leadership while working with the management team.
- Ability to place an emphasis on long-range planning and the effects of continued growth to build future budgets and capital plans.
- Ability to lead by example and let the talented staff perform as subject matter experts.

### 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.
- Ability to cultivate and maintain positive relationships with members of the Board of Supervisors, Constitutional Officers, the School Board, citizens, community groups, department heads and staff and other governmental entities
- Excellent communication skills are essential, including listening and communicating with the Board and staff members.
- Ability to have direct and personable interactions with citizens while communicating both routine and controversial issues.
- Ability to analyze large amounts of complex information and develop reasonable, practical and innovative solutions to identified internal and external problems and management issues.
- Fair in approach to decision making; consistent and firm in the application of policies, rules and laws.
- A strategic thinker who is results oriented and transparent in all dealings.



## 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

## 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.
- Strong negotiator able to adequately communicate and defend the County's position.

## 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.

## Desired Qualifications

Successful candidates require bachelor's degree in public or business administration, economics, planning, finance or a related field with a master's degree preferred. 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 highly desired. Past experience of the individual must demonstrate familiarity with a broad range of local government operations ranging from public works and utilities to information technology and economic development. Experience working in a fast-paced, growing community or organization is a plus, with experience in successfully balancing a wide range of services related to supporting a highly populated or rapidly growing, highly rated community an important consideration. Experience working in or managing a community that is 'AAA' rated along with designation as an ICMA Credentialed Manager and/or certified public manager is a plus.

Candidate(s) must have demonstrated a balanced involvement in community activities and public relations. Experience developing and maintaining effective working relationships with a wide range of organizations in the business and development community and community at large is highly desirable. Candidate should be able to present a confident image of the local government to the County staff and the community in conducting all facets of County



business. Must be able to develop a good working relationship with area local governments, the school division and regional, state and federal agencies as well as work to empower staff at all levels. Demonstrated ability to build and maintain effective working relationships with all county and state officials is desired.

## Compensation and Benefits

The salary range for the County Administrator position is \$200,000 – \$225,000, negotiable based upon the qualifications of the successful candidate. Residency within the County is required within a negotiated period of time. Benefits include but are not limited to:

- Participation in the Virginia Retirement System
- Medical, dental, and vision
- 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/3358>

This position is open until filled; first review of resumes occurs on March 31, 2022. 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](mailto:anne.lewis@bakertilly.com) or 703-923-8214.

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



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