



**County Administrator
Nelson County, Virginia**

Nelson County seeks an exceptional candidate to serve as County Administrator, the chief administrative officer responsible for directing programs and operations of the County government. The new Administrator will succeed the previous County Administrator who will be retiring after 24 years of outstanding service.

The County Administrator is responsible to the Board of Supervisors for the proper administration of all affairs of the County which the Board has the authority to control (Code of Virginia, Title 15.2-407) and for carrying out the strategic priorities of the community. The Administrator reports to the five-member Board of Supervisors and serves as the Clerk to the Board. The Administrator is responsible for and administers the Nelson County's \$44 million budget. The position supervises 43 full time and 33 part time employees including the administrative staff and the Departments of Finance and Human Resources, Planning and Zoning, Building Inspections, the Office of Economic Development and Tourism, Emergency Services, Information Systems, Parks and Recreation, Animal Control and Solid Waste and Recycling. The Administrator also represents the County in various local and regional community boards.

Nelson County is located in Central Virginia midway between the metropolitan areas of Charlottesville and Lynchburg. Bordered by the first 30 miles of the Blue Ridge Parkway in the George Washington National Forest and the James River, Nelson County balances economic growth with exceptional natural beauty. This balance is exemplified by the world class breweries, cideries, distilleries, and wineries that flourish in Nelson County and Wintergreen Resort, along with fantastic hiking and biking trails. Nelson County is a state leader in rural broadband availability approaching over 90% coverage by the end of this year.

Applicants should have outstanding fiscal management, interpersonal, communication and leadership skills and have a history of positive relationships with staff, community and regional partners, and governing boards. A Bachelors or graduate degree in public administration or a related field and 5 years of supervisory and management experience and budget development is required. Residency in Nelson County is required within one year of hire date.

Salary range: \$125,000+

Applicants should be available to assume office beginning on August 1, 2022. The deadline for applications is April 15, 2022. In-person interviews will be held the week of May 9, 2022.

Candidates should submit a cover letter and resume, with salary expectations and professional references, to Amanda Spivey, Deputy Clerk to the Board at aspivey@nelsoncounty.org. EOE.