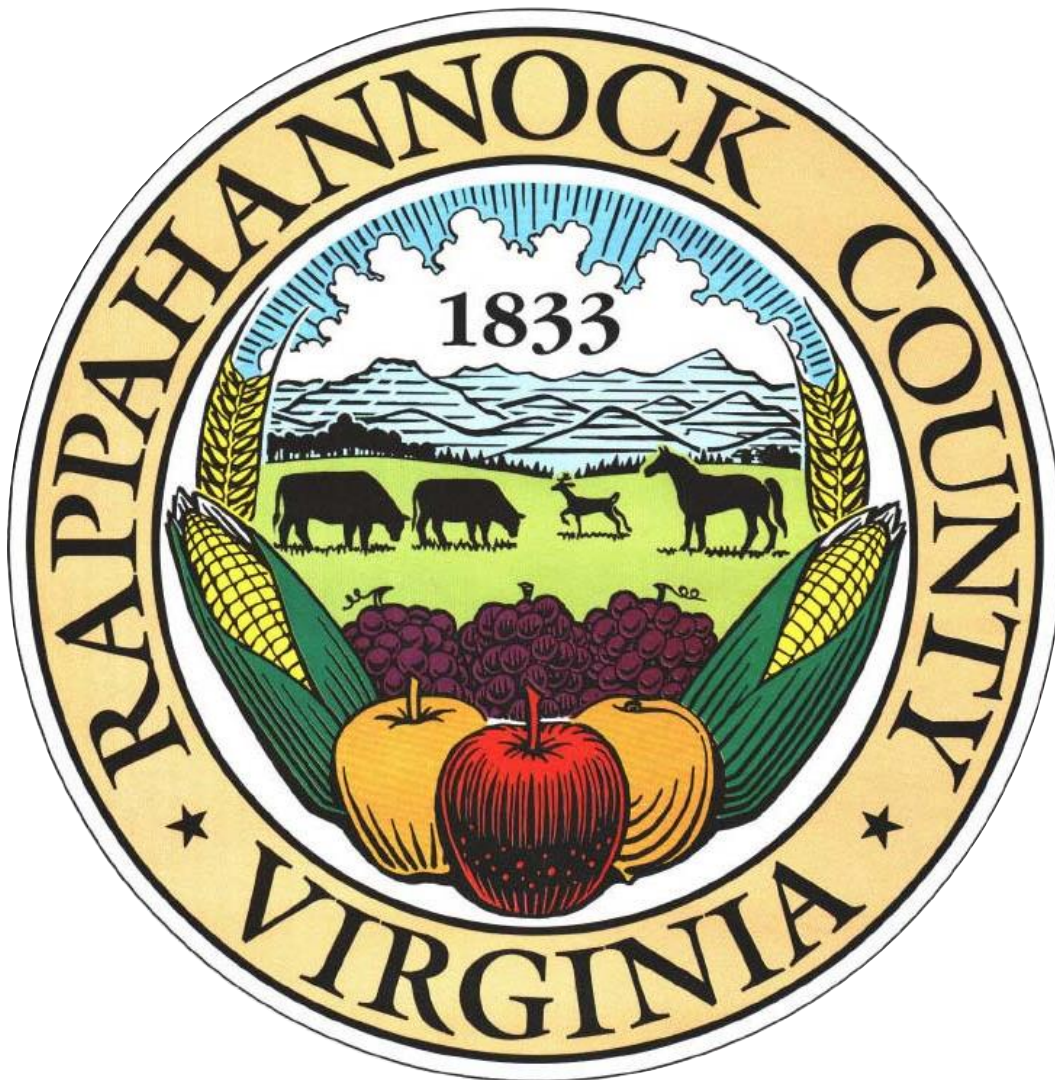


**Recruitment for**  
**Assistant County Administrator**



**Rappahannock County Administration**  
3 Library Rd  
Washington, Virginia 22747  
[www.rappahannockcountyva.gov](http://www.rappahannockcountyva.gov)  
[explorerappahannock.com](http://explorerappahannock.com)

## The Community

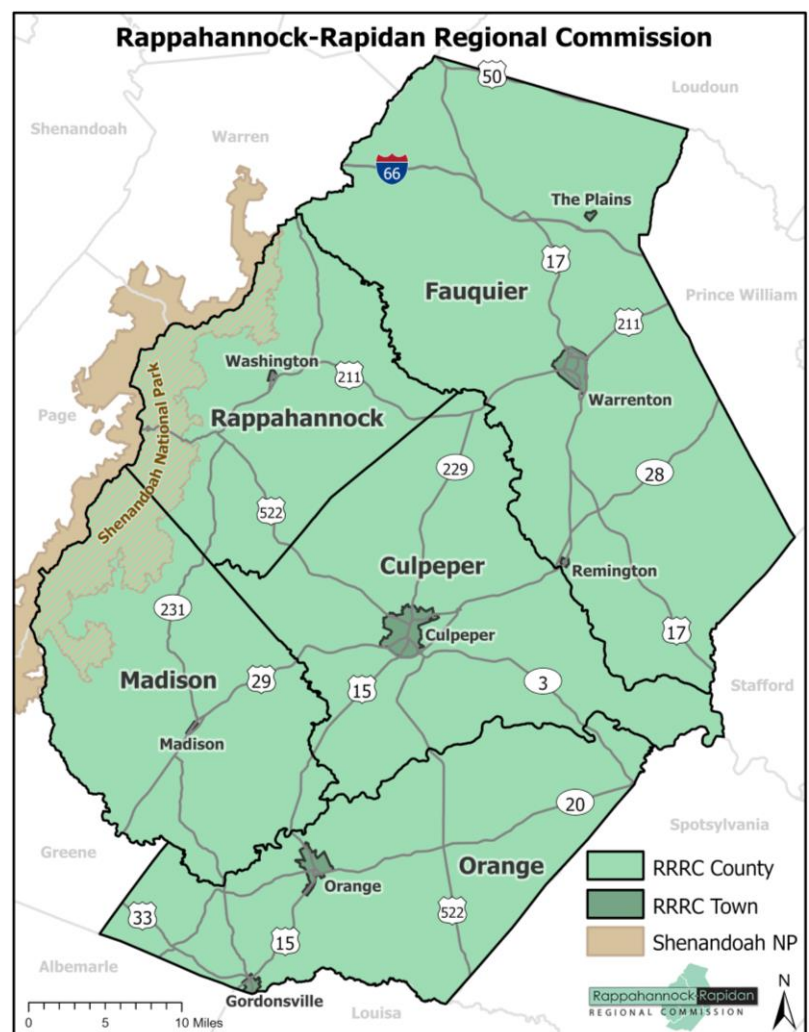
As is quoted in Rappahannock County's comprehensive plan, our community is unashamedly "incomparably different." Nestled on the eastern slope of the blue ridge with a good portion of the county located within the northern end of the Shenandoah National Park, the current and historical stewards of Rappahannock County have carefully

preserved the rural character of the county. Traveling into the county one cannot help but to notice the difference leaving behind cookie cutter subdivisions, traffic, and national retail establishments.

The carefully curated community has a population of approximately 7,400 people with land use protections in place to hold the creeping development pressure from Northern Virginia at bay. The Weldon Cooper 2040 population estimate is slightly less than the 2020 census count. Many localities have a primary growth goal, but Rappahannock County has a no to low growth vision and nearly all actions of the county government are tethered to that vision.

From the county seat located in the small town of Washington, residents have diverse shopping and business opportunities within an approximate half-hour drive by visiting the nearby towns of Culpeper, Front Royal, Luray, and Warrenton. Access to all that the national capital has to offer is just over an hour drive away. A visit to the nearby retail centers can be followed with a return home to observe the dark skies where the low-density development allows the naked eye to observe the bands of the Milky Way galaxy.

The county is financially strong with a healthy general fund balance, a relatively low real estate tax rate (\$0.60/\$100 for the current tax year), a flourishing public school system, and an elected board committed to maintaining this posture. This financial strength has been achieved even with pandemic headwinds and a local composite index for the public school system that is capped at 0.8000.





In many ways you must experience the community to fully appreciate the vision and we encourage you to take a drive to experience what makes Rappahannock County “incomparably different.”

### **The Organization**

Rappahannock County operates under the “traditional” form of county government with an elected five-member board of supervisors, elected constitutional officers, and an appointed county administrator.

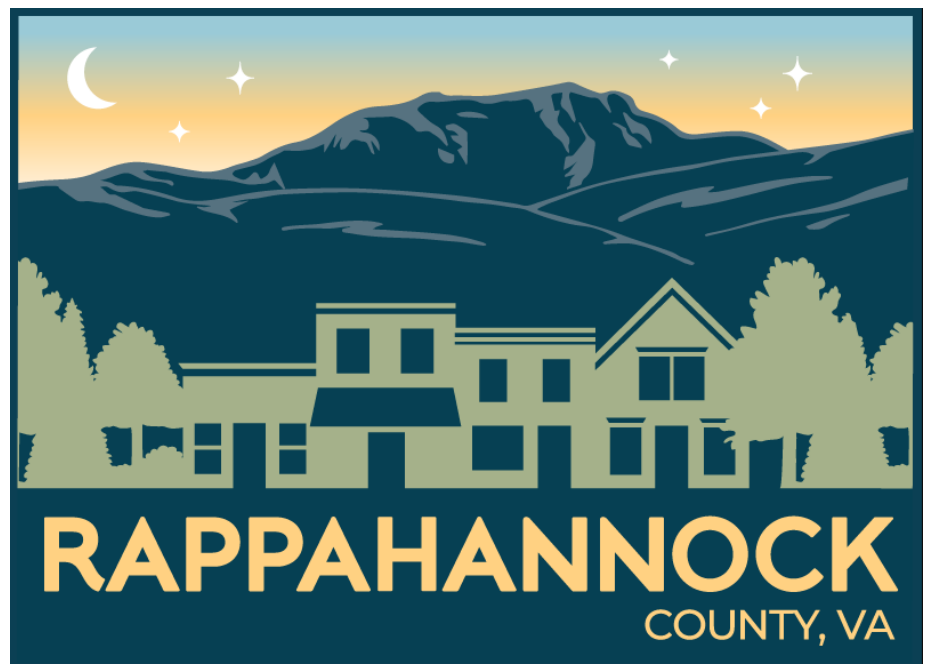
The overall staff size is small in number aligning with the low population and this leads to staff taking on a “multiple hat” approach often handling tasks that would be divided among several staff members in a community with a larger population. This diversity of task effort brings with it self-growth opportunities not available in other localities where tasks are siloed with less opportunity for one to expand knowledge of governmental operations.

The county administrator, Garrey W. Curry, Jr., P.E., ICMA-CM, was appointed on January 1, 2018 and has spent four years working with the county team and Board of Supervisors to update and modernize county operations. During this time there has not been an assistant or deputy county administrator.

### **The Position/Opportunity**

The county administrator and Board of Supervisors are driving continuous improvement and a planned retirement brings the opportunity to replace the current director of human resources and special projects with two positions: assistant county administrator and human resources generalist. This two for one approach creates additional capacity and redundancy within the organization.

The successful candidate for the newly created **assistant county administrator** position will bring experience and ability to take the lead on matters of **human resources** and serve as the **financial officer** of the county government responsible for annual budget development and auditing, thereby freeing county administrator capacity to address other local priorities. The position reports to, and work will be conducted relatively independently under the general direction of, the county administrator. The attached position description outlines detailed position expectations.



## **The Ideal Candidate**

The assistant county administrator will be a proven leader and professional who has demonstrated experience in the core areas of responsibility (HR and Finance) and who is ready to roll up their shirt sleeves and drive the continuous improvement cycle. A current assistant /deputy county administrator or seasoned department head ready to take the next step in local government advancement would be well positioned. Love of the outdoors and recognition of the things that make Rappahannock County unique will be positive differentiators.



## **Compensation and Benefits**

The annual salary range for the assistant county administrator will be \$110,000 to \$130,000 negotiable based on fit and qualifications of the successful candidate. Residency in the county is not a requirement, but proximity will be considered due to the nature of the work and prevalence of evening meetings associated with the obligation.

Rappahannock County offers a generous benefits package including fully paid health insurance premiums for employees (cost share for employee dependents), participation in the Virginia Retirement System, financial support for professional dues and conferences, and other typical local government benefits.



## **Application and Timeline**

Qualified candidates please submit a detailed cover letter explaining how your experience and abilities are well aligned with the expressed need together with a copy of your resume conveying your past work and education experience to the email address listed below or to:

County Administration  
PO Box 519  
Washington, VA 22747

**This position is open until filled; first review of resumes occurs on June 3, 2022.** Applications received following this date will be screened against expressed criteria and will be considered dependent on the position vacancy status. For more information or to request accommodations, please contact county administration at 540-675-5330 or [admin@rappahannockcountyva.gov](mailto:admin@rappahannockcountyva.gov).

The successful candidate may be requested to pass a pre-employment, post-offer drug screening and background check.

*Rappahannock County is an Equal Opportunity Employer.*

**Position: Assistant County Administrator**  
**Department: County Administration**  
**FLSA: Exempt**

**GENERAL STATEMENT OF JOB:**

Performs complex professional and administrative work assisting a broad range of general administrative and management functions of the County government. Work is performed under the general direction of the County Administrator. Provides principal supervision of County staff in absence of County Administrator. Assists in the supervision of senior level staff persons.

This position reports to the County Administrator.

**ESSENTIAL FUNCTIONS**

Assists the County Administrator with special projects and daily administration; performs research and prepares papers for the County Administrator and Board of Supervisors; manages, guides, and directs assigned departments and staff:

- Responsible for human resources functions and requirements
- Responsible for payroll functions and requirements
- Serves as the Financial Officer for the County being responsible for annual budget development and audit preparation for input to and consideration by the County Administrator prior to presentation to the Board of Supervisors and the public
- Serves as Assistant Purchasing Agent assisting the County Administrator with the oversight and preparation of Requests for Proposals and Invitations to Bid for various county departments purchases and projects
- Serves as Deputy Director of Emergency Management during declared emergency events
- Supervises subordinate staff by discussing issues, authoring and reviewing correspondence and reports, conducting meetings, hiring, coaching, and developing individuals
- Contributes significantly to the development of County policies, plans, objectives, and procedures by facilitating problem identification and resolution, and developing short and long-range plans
- Contributes to the overall effectiveness of County administration by participating in staff and Board of Supervisors meetings, preparing policy recommendations for review by the County Administrator and the Board of Supervisors, and reporting on activities and items of concern and interest
- Serves on various committees or boards as appointed by the Board of Supervisors or as the designee of the County Administrator
- Performs other related duties as required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of the organization, function, and methods of operation of a local government; thorough knowledge of organizational management and office organization principles and practices; thorough knowledge of the basic laws, ordinances, and regulations underlying the local government; general knowledge of state law related to public procurement; ability to manage diverse staff and analyze a variety of complex working procedures; demonstrates excellent interpersonal skills and the ability to handle public relations issues effectively; ability to operate personal computer with common computer application proficiency; demonstrates skills in public speaking; ability to express ideas effectively orally and in writing in a highly interactive team oriented work environment; ability to

establish and maintain effective working relationships with other County officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited college or university with a degree political science, public administration, or a related field, preferably supplemented by considerable experience in local government operations in the fields of finance and/or human resources and established work toward a Master's degree in a related field of study. Equivalent combinations of education, specialized training, and experience that provide the requisite knowledge, skills, and abilities for this position will be considered.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**NECESSARY SPECIAL QUALIFICATIONS:**

Documented familiarity of ADP Workforce Now payroll software would be helpful. Knowledge of Virginia Retirement System a plus.

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.