



COUNTY ADMINISTRATOR

BATH COUNTY, VIRGINIA



PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Bath County, Virginia (2020 pop. 4,248) is a historic community located in the heart of the beautiful Allegheny Mountains located along the western, central border of West Virginia across 540 square miles. Known for its natural beauty, the mineral springs and its landscape, 89% of Bath County is comprised of forest, with 51% in national forest and 6% under state park, offering many opportunities for economic development.

Created in 1790, the County gained its name due to the many mineral springs found in the area. The County's economy is focused on tourism and recreation for its residents and visitors. Home to a major seasonal resort property known as the Omni Homestead Resort. A resort and historic hotel built in 1766, it is an anchor for the area and is the County's major employer. The resort also has two championship golf courses, a shooting club, and a ski resort for visitors. The County is not only rich in its history, but also in culture with the Garth Newel Music Center that offers musical events and concerts, the Warm Springs Gallery that feature renowned artists' work, and the annual Plein Air Festival where artists come to paint the County's stunning collection of beautiful landscapes and historic architecture.

This community offers outstanding opportunities, civic organizations, and other resources that make Bath County a great place to work, live, and raise a family. For more information about Bath County and the region, please visit the County's website at: <https://www.bathcountyva.org/>.



THE ORGANIZATION

The County is governed by a five-member Board of Supervisors, elected for four-year terms, whose members are residents of their designated magisterial district. 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.

Bath County government provides a wide range of services and is recognized for its efforts to provide a high quality of life and strong school system for its residents. The County operates with an approved FY 2022 budget of \$18 million and 52 full-time Employees. The FY 2023 budget is scheduled to be adopted on June 14, 2022.

COUNTY ADMINISTRATOR

The County Administrator is appointed by the Board of Supervisors to manage and coordinate the overall day-to-day operations and activities of the County government. The County Administrator also serves as the chief advisor to the Board and conducts County business in accordance with Board policy. Duties include executing all policies established by the Board or mandated by the state and administering the budget. The County Administrator also has primary responsibility for personnel administration, including hiring and removal of staff, staff organization, employee performance, review of proposed personnel actions, and interpretation of personnel policies.

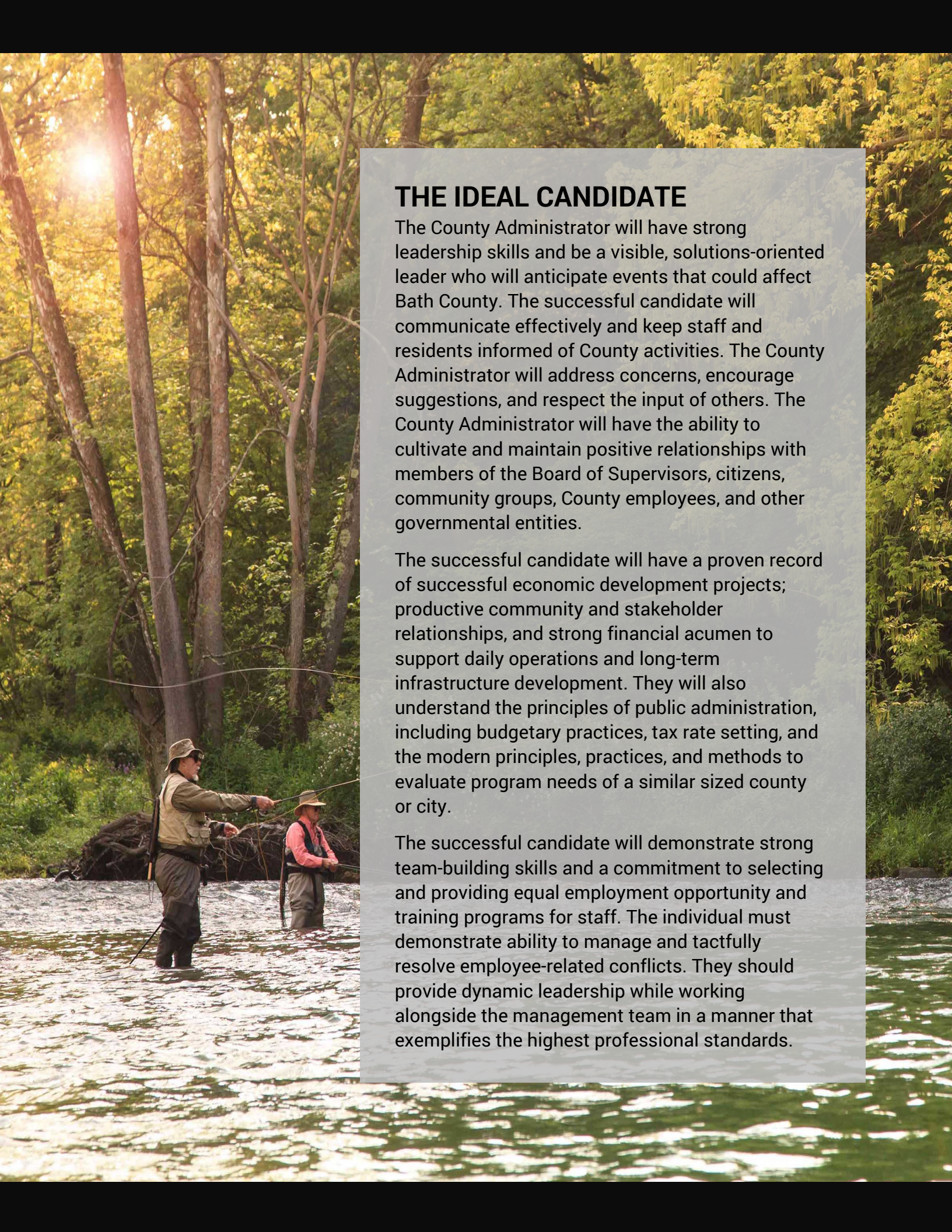
As the County Administrator, they will oversee the daily operations of the County, supervise the work of staff, and prepare the annual budget for approval by the Board of Supervisors. The County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication with various partners such as the business community, area governments, and county residents.



LEADERSHIP OPPORTUNITIES

The County Administrator is responsible for leading the County towards the achievement and implementation of several key countywide objectives, goals, and initiatives that include:

- **Strategic Direction.** Implement and build upon the recently developed strategic plan as facilitated by the Virginia Institute of Government.
- **Broadband Connectivity.** Work with the Network Authority to enhance broadband in Bath County. Land Mobile Radio communications for public safety and ancillary public entities are in need of major upgrades to improve coverage to local communications and enhance local operations.
- **Organizational management.** Evaluate the County's organizational structure and oversee a compensation study with similar communities; conduct annual performance evaluations with County employees and seek opportunities to offer professional development opportunities; and participate in an annual performance evaluation by the Board.
- **Relationship Building.** Work collaboratively with the County's stakeholders and community partners, including but not limited to the private sector, the United States Forest Service, and Visit Bath, to find solutions to shared challenges. Improve relationships and operational synergy with constitutional officers and their staff.
- **Economic Development.** Bring current capital projects to completion while also determining how future projects can fit the vision of the County. Work alongside the Economic Development Authority to initiate, develop, and coordinate industrial and economic efforts to assist businesses and industries to expand or locate within the County.
- **Future of Solid Waste.** Analyze the outcome of pending legislation; create request for proposals to identify potential subject matter expert/consulting firm to guide county on possible solutions.

A scenic photograph of two fly fishers standing in a shallow river, surrounded by dense green trees. The sun is shining through the foliage on the left, creating a warm, golden light. The fishers are wearing waders and hats, and are holding fishing rods. The water is clear and reflects the surrounding greenery.

THE IDEAL CANDIDATE

The County Administrator will have strong leadership skills and be a visible, solutions-oriented leader who will anticipate events that could affect Bath County. The successful candidate will communicate effectively and keep staff and residents informed of County activities. The County Administrator will address concerns, encourage suggestions, and respect the input of others. The County Administrator will have the ability to cultivate and maintain positive relationships with members of the Board of Supervisors, citizens, community groups, County employees, and other governmental entities.

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. They will also understand the principles of public administration, including budgetary practices, tax rate setting, and the modern principles, practices, and methods to evaluate program needs of a similar sized county or city.

The successful candidate will 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. They should provide dynamic leadership while working alongside the management team in a manner that exemplifies the highest professional standards.

EDUCATION AND EXPERIENCE

This position requires any combination of education and experience equivalent to a bachelor's degree with major work in public administration or a related field such as business administration, city/county management, planning, political science or personnel administration, with a master's degree in a similar academic area preferred. Candidates should possess experience in a comparably sized community or organization (Virginia experience is a plus) with a wide range of knowledge and duties in operations and management.

Past experience should demonstrate high levels of performance in areas that include finance and budget, economic development, building local partnerships and maintaining positive lines of communication at all levels. 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.

EDUCATION AND EXPERIENCE

The salary range for the County Administrator position is \$100,000 - \$120,000, and will depend on the qualifications of the successful candidate. Benefits include, but are not limited to:

- Participation in the Virginia Retirement System
- Vacation, administrative, holiday and sick leave
- Group life insurance
- Medical, dental, and vision insurance

County residency is required within a reasonable time of appointment to the position. Up to \$10,000 will be reimbursed in relocation expenses.



APPLICATION AND SELECTION PROCESS

Qualified candidates please submit your cover letter and resume online at

<https://www.governmentjobs.com/careers/bakertilly>

This position is open until filled; first review of resumes occurs **on Wednesday, July 6, 2022**. Following this date, applications will be screened against criteria outlined in this brochure. Bath County will be offering interviews to those candidates named as Finalists, with reference, background, drug screening, and academic verification checks conducted after receiving candidates' permission. The County will be reimbursing candidates for in person interviews. For more information or to request accommodations, please contact Anne Lewis at anne.lewis@bakertilly.com or 703-923-8214.

For more information about Bath County, Virginia, please visit: <https://www.bathcountyva.org/>

**Bath County, Virginia is an Equal Opportunity Employer
and does not discriminate on the basis of age, gender, ethnic origin, religion or disability.**



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

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