



# COUNTY ADMINISTRATOR GREENE COUNTY, VIRGINIA

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First Review of Applications: February 15, 2023  
In-Person Interviews: March 23, 2023



PUBLIC SECTOR EXECUTIVE RECRUITMENT



## THE COMMUNITY

Greene County, nestled in the foothills of the Blue Ridge Mountains in Central Virginia, is a fast-growing community located 100 miles south of Washington, D.C. and 80 miles west of Virginia's capital, Richmond. Greene County is close to Interstates 64 and 81, and only four miles from the Charlottesville Albemarle Airport. The County seat is the historic Town of Stanardsville, founded in 1794.

Greene County is a small, rural community that offers an array of unique experiences. Residents and visitors alike enjoy exploring the Ruckersville Antique District, the creativity of local artisans, and many intimate vineyards. Greene County offers the stunning beauty of the Piedmont and mountains for visitors, cyclists, hikers, and naturalists, and is home to one of only four entrances to Shenandoah National Park's famed Skyline Drive, known as "America's Favorite Drive." Learn more about the beauty of Greene County at <https://www.exploregreene.com/>.

Greene County has utilized smart growth through its Comprehensive Plan which seeks to preserve the County's rural character while encouraging economic development. The median household income is \$67,266 and the poverty rate is 8%. Within the County, employment is focused on natural resource extraction, retail services, government, and schools. Much of its workforce commutes to the City of Charlottesville or Albemarle County.

The County population of 21,000 is approximately 88% White, 6% African American, 5% Hispanic and 1% Asian. Greene's residents are a diverse mix, ranging from newcomers to those whose families have been here for multiple generations. Greene County Public Schools serve roughly 2,900 students from pre-Kindergarten through 12th grade via six school buildings including William Monroe High School, which consistently exceeds the state average for graduation rates. A satellite campus for Piedmont Virginia Community College is located in Stanardsville, allowing high school students to dual enroll and graduate with their Associate Degree at the same time they receive their high school diploma.





## THE POSITION

The County Administrator is the Chief Executive Officer for the County, appointed by the Board of Supervisors, and directs and supervises day-to-day operations of all County departments and agencies that are under the direct control of the Board. This position oversees the implementation of policies set by the Board and ensures they are carried out. The Administrator is the Clerk of the Board of Supervisors, as well as the official liaison to the five County Constitutional Officers, the Judiciary, and State and regional agencies.



## THE COUNTY

Greene County is governed by a five-member Board of Supervisors, one elected from each of the four magisterial districts and one elected at-large. Board members serve four-year, staggered terms. The Board is the legislative policy-making body for the County. The Constitutional Officers - Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer - are elected by County residents. They are not accountable to the Board of Supervisors but work closely with the Board and County Administrator to serve the community.

Greene County provides services to the community including planning and zoning, building inspection, stormwater management and erosion control, animal control, EMS, parks and recreation programs, waste management through a collection and recycling center, and social services. The Sheriff's Office is responsible for law enforcement and volunteers serve at the County's three fire departments. The Greene County Library, located in Stanardsville, is a branch of the Jefferson-Madison Regional Library and the building also houses a senior center. The County has an active Economic Development and Tourism program.





## DESIRED CAPABILITIES

The ideal candidate will be an involved, responsive, and proactive leader with excellent communication and relationship-building skills and a strong desire to be highly visible and active within the community. In addition, the County Administrator will:

- Have a comprehensive knowledge of local government administration, finance, economic development, public works, and planning.
- Be fiscally responsible and highly skilled in developing an annual budget for local government.
- Possess a strong ability to develop and maintain relationships with citizens, Board of Supervisors, School Board, School Superintendent, Constitutional Officers, and County staff.
- Be a visionary leader with strong project management skills and proven ability to work with elected officials, citizens, staff, and community leaders to achieve common goals and objectives.
- Be approachable and respectful with strong leadership skills; meet with staff and County leadership on a regular basis to share information, provide guidance, and celebrate success.
- Demonstrate ethical and transparent communication with Board of Supervisors members, the community, and the staff; facilitate and encourage interdepartmental collaboration.
- Serve as a role model, coach, and mentor for all County employees, and dedicated to their professional development and appreciative of their accomplishments.
- Be a problem-solver who is proactive and responsive to issues as they arise.





## LEADERSHIP OPPORTUNITIES

**Strategic direction.** Coordinate goal setting discussions with the Board of Supervisors, community, and department heads/staff, using the County's strategic direction and goals to build the next budget. Create measurable goals with a regular up-date communication loop for staff to support the Board's vision. Hold staff accountable toward meeting or exceeding goals.

**Fire safety.** Greene County needs guidance to create a hybrid firefighting system with volunteers and career personnel to maintain and improve existing service levels.

**Organizational management.** Build cohesive, collaborative relationships with staff team. The County Administrator will review the organizational structure with the goal of right sizing and restructuring departments to meet the required service level from the County. The Board is committed to acting on the results of the classification and compensation study currently underway and the next County Administrator will implement the approved recommendations.

**Infrastructure.** Develop a big picture infrastructure and capital financing plan to guide infrastructure improvements which, in addition to the planned water/sewer improvements (new reservoir and treatment plant) and high-speed broadband, will further poise the County for new economic development to diversify the tax base. The County Administrator will continue to monitor the County's withdrawal from the Rapidan Service Authority and support the work of the Utilities Director.

**Economic development.** The County has experienced considerable growth in recent years. The County Administrator will partner with County and community stakeholders to influence smart growth and clean infrastructure options.

**Information technology improvements.** The County has an opportunity to upgrade and modernize systems to improve budget development and delivery. Improvements to accounts payable and payroll systems will also increase efficiencies.

## EDUCATION AND EXPERIENCE

The ideal candidate will have a master's degree in Planning, Public Administration, Business Management, or a related field, and three to five years successful executive leadership; local government experience in Virginia is preferred. A demonstrated commitment to ongoing professional development by participating in organizations, such as the International City/County Management Association and the Virginia Local Government Management Association is desired; certification as an ICMA Credentialed Manager is preferred.

## COMPENSATION AND BENEFITS

The starting salary for this position will be \$135,000—\$180,000, depending on experience and qualifications. The successful candidate will be offered a generous benefits package that includes participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, deferred compensation, professional development support, and other benefits as identified in the negotiated employment contract. County residency is required within one year of employment. Relocation expenses are negotiable.

## APPLICATION AND SELECTION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

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

This position is open until filled; however, first review of resumes occurs on **February 15, 2023**.

Following the first review date, we will evaluate all applications against the criteria outlined in this brochure. For more information, please contact Anne Lewis at [anne.lewis@bakertilly.com](mailto:anne.lewis@bakertilly.com) or 703-923-8214.

For more information about Greene County, please visit <https://www.greencountyva.gov/>

*Greene County is an Equal Opportunity Employer. Hiring for Greene County shall be accomplished without regard to race, color, religion, national origin, gender, pregnancy, childbirth or related medical conditions, age, marital status or disability unless otherwise permitted by County policy or applicable law.*

