



Photo by Gene Runion

**FLUVANNA IS A SMALL COUNTY WITH A BIG HEART.** Formed in 1777 and named for a river, Fluvanna offers much for those looking to make Fluvanna home. Nestled in the Piedmont foothills southeast of Charlottesville, Fluvanna's agricultural past continues to be evident in its rural charm. For the outdoor enthusiast, three rivers, the James, Rivanna, & Hardware, provide fishing and paddling. The county-owned and operated, 900-acre Pleasant Grove Park is an outdoor paradise: 22 miles of trails for hikers, bikers, runners, & horses; a dog park; a sandy beach along the Rivanna River; a disc-golf course, and numerous sports fields. History buffs will be happy to find the Fluvanna Historical Society welcoming and knowledgeable. Those seeking arts and cultural experiences will enjoy the close proximity to Charlottesville and Richmond, with Washington, D.C. a quick two and a half hours north of the County.



A variety of educational opportunities are available to Fluvanna residents, from world-class institutions of higher education in Charlottesville and Richmond, as well as public and private K-12 offerings within the county. Fluvanna County Public Schools are consistently highly-ranked and have enjoyed full accreditation for several consecutive years.

Fluvanna is strong in community spirit and we invite you to experience it with us.

**Thank you for considering the County of Fluvanna.**

## **COUNTY ATTORNEY**

Fluvanna County is seeking a well-rounded, seasoned professional to serve as the Chief Legal Officer and Counsel to the County of Fluvanna. The County Attorney serves at the pleasure of the Board of Supervisors and reports directly to, and is responsible to, the Board of Supervisors. The County Attorney receives general supervision from the Board, and day-to-day guidance and direction from the County Administrator.

The County Attorney represents the County by providing timely legal services and advice to the Board of Supervisors, County Administrator, Constitutional Officers, Agency Heads, and Department Heads. The County Attorney also provides legal advice and consultation to the various boards, authorities, commissions, and other entities in and for Fluvanna County, as needed. The County Attorney does not represent the School Board or the Economic Development Authority.

The County Attorney performs complex legal work including the management and trial of complex civil litigation, works with insurance counsel and other outside counsel, including bond counsel, and reviews and prepares legal documents including, but not limited to, ordinances, legal opinions, and contracts. The County Attorney is the primary risk management officer for the County and works daily with leadership, staff, and citizens to resolve problems.



## THE DEPARTMENT

In the fall of 2022, the Fluvanna County Board of Supervisors was advised that its long-tenured County Attorney would retire after 37 years of dedicated service. As the Board moved forward with discussions for filling the role of County Attorney, it was decided to create the Department of the County Attorney and employee in-house County Attorney staff. On December 7, 2022, the Board approved the creation of the department and the County Attorney position description.

## EDUCATION, EXPERIENCE, & TRAINING

The position requires a Juris Doctor from an accredited school of law and no less than five (5) years of experience. Must be a licensed active member in good standing of the Virginia State Bar and admitted to practice in all Virginia state courts and federal courts in Virginia.

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- **Environmental:** Employee is subject to inside environmental conditions; protected from weather conditions.
- **Physical Effort:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time; may involve walking or standing for brief periods.
- **Hazards:** No environmental hazards are indicated for this classification.

## POST OFFER REQUIREMENTS

- Criminal background and Motor Vehicles check.
- Possession of a valid driver's license in the Commonwealth of Virginia
- Maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.



Pleasant Grove Museum and Park. Photo by Robert Kenward

**ESSENTIAL FUNCTIONS**

This information is of a general nature and is not intended to be a comprehensive description of every duty.

- Advises the Planning/Zoning Department on land use and zoning issues including review and comment on plans and plans as needed.
- Provides for drafting and applying the County Code, including the Zoning Ordinance and the Subdivision Ordinance, and enforcement of the Uniform Statewide Building Code.
- Studies court decisions, and recommends changes in the wording of policies to conform to the law or to defend the County from unwarranted claims.
- Advises the County Administrator and Director of Human Resources regarding employment matters and claims.
- Negotiates, drafts, and reviews legal documents including without limitation contracts, purchasing agreements, easements, and other real estate matters.
- Assists the County in acquisitions of real property including easements relating to public projects.
- Gathers and analyzes evidence in cases and reviews pertinent decisions, policies, regulations, and other legal matters.
- Represents the County in civil matters before all courts and other tribunals, including condemnation of real estate, as necessary.
- Examines instruments and opinions prepared by other attorneys and advises public officials concerning real estate titles.
- Works closely with the County Administrator, providing legal advice in short- and long-range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.
- Advises the Board of Supervisors and other County boards, commissions, and other entities, Constitutional Officers, Department Heads, and Agency Heads on all matters of local government, including the Virginia Freedom of Information Act.
- Assists and advises the Freedom of Information Act (FOIA) Officer in responding to FOIA requests as needed.
- Extensive meeting attendance and work after hours as directed by the Board of Supervisors is mandatory. Attends meetings of the Board of Supervisors and Planning Commission, and other meetings as required.
- Such other duties as assigned by the Board of Supervisors.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- Highly ethical leader and manager who will partner with the Board as a trusted advisor to provide legal analysis and advice that appropriately assesses risk and available options while supporting the Board in meeting their priorities as they relate to county programs and services.
- Manage County Attorney staff to establish and maintain effective working relationships with public officials, County staff, and the general public is essential.
- Clear communicator, with excellent oral and written communication skills, keeps the Board fully informed and supports transparency, as appropriate.
- Excellent organizational and recordkeeping abilities.
- Strong business acumen and legal experience in business law, Virginia real estate, zoning and subdivision law, employment law, government law, insurance and civil litigation, procurement, law, and the Virginia Freedom of Information Act.
- Experience as Chief Legal Officer in a corporate or governmental agency is highly desired.
- Ability to research and interpret local, state, and federal laws, Court decisions, and to provide legal analysis for complex legal problems, while exercising sound professional judgment.

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**KNOWLEDGE, SKILLS, & ABILITIES CONTINUED**

- Work with major retail businesses and industries in some substantial capacity is preferred.
- Ability to work independently.
- Keen critical thinking and problem-solving abilities.
- Ability to effectively manage time and priorities while working on numerous projects simultaneously while being mindful of scheduling and deadlines.
- Knowledge of the proceeding, practices, policies, rules, and regulations of the practice of civil and criminal law and trial preparation in Virginia and Federal Courts; with a preference for a local experience.
- Knowledge of Fluvanna County and the Fluvanna County Code, the laws of the Commonwealth of Virginia, and Federal Law applicable to localities.
- Ability to exercise tact, courtesy, discretion, and firmness as needed and appropriate for the circumstance.



**TOTAL REWARDS - COMPENSATION AND BENEFITS**

- [Salary – County Pay Band 33](#). Salary is negotiable based on qualifications.
- Retirement – participation in the Virginia Retirement System (VRS)
- Insurance Benefits for Health, Vision, and Dental through Anthem– The Local Choice
- County-paid Life Insurance
- Holidays / Leave
  - 12 Days of Holiday Leave (County Holiday Schedule follows the Commonwealth of Virginia Holiday Schedule)
  - 12 Days of Annual Leave (*increases with continuous years of service*)
  - 96 Hours Sick Leave
  - Other types of paid leave such as Inclement Weather, Jury Duty, and other types of Administrative leave.
- Supportive of work-life balance
- Free parking
- Annual Employee Recognition Dinner and Awards
- Employee Learn and Earn Program
- Wellness programs year round to stay healthy and well
- Qualifying employer for the Federal Public Service Loan Forgiveness Program



**HOW TO APPLY:** Submit cover letter, resume, and County application to [jobs@fluvannacounty.org](mailto:jobs@fluvannacounty.org).

Applications are available at the count website, [www.fluvannacounty.org/hr/jobs](http://www.fluvannacounty.org/hr/jobs)

**QUESTIONS?** Contact Donna Snow

Phone: 434-591-1919

Email: [dsn@fluvannacounty.org](mailto:dsn@fluvannacounty.org)