



## **WESTMORELAND COUNTY, VIRGINIA VACANCY ANNOUNCEMENT COUNTY ADMINISTRATOR**

Westmoreland County, VA (pop. 18,477) seeks a skilled and experienced professional to manage the County's operations and provide policy and financial guidance to the Board of Supervisors. He or She must be able to develop and maintain quality relationships with board members, constitutional officers, staff and public. The current administrator is retiring after 30 years of service in the position.

Westmoreland County's population grew by approximately 6% from 2010 to 2022. Westmoreland County is located in Virginia's Northern Neck tucked between the Rappahannock River and Potomac River. It is accessible to Richmond, Virginia, Fredericksburg, Virginia and Washington, D.C. The County's population doubles during the summer months due to the significant number of secondary vacation homes in the jurisdiction.

Westmoreland County primary economic activity involves agriculture, forestry and fishing. Its industrial park is home to Carry-On Trailer Corporation and O'Gara Tactical Training Facility. The County has implemented a Master Sewer Plan that has resulted in significant increases in residential construction during the past four (4) years resulting in 914 new homes built.

The Board of Supervisors seeks an administrator that can effectively lead staff, develop sound policy recommendations, possess a strong financial background and institute technological changes as necessary. The Board has a particular interest in candidates who have experience in developing and administering budgets and a capital improvement program. The Board seeks an individual who will be able to maintain the county's bond rating for future endeavors. The successful candidate shall be skilled in facilitating participation of diverse citizens in a strategic planning forum.

The Board is seeking an administrator that is well versed in various services provided by the County and continually seeks to improve services to our residents. The successful candidate shall have good presentation skills and interact with the various interest groups. The new administrator will be responsible for recruiting, training, motivating and retaining quality employees and facilitating a positive work environment.



The County's current total budget for FY 2023-2024 is \$78,319,315 and approximately 140 employees across all funds. The County has an unassigned fund balance in the General Fund of 19% and is financially sound. Current projects included closing out the project for construction of the new county high school, installation of a drip irrigation system for the Coles Point WWTP and additional drying beds. The County has issued an RFP to Update Job Descriptions and Compensation & Pay Classification Plan. The County also has two wastewater treatment plants and two vacuum systems that utilize the Town of Colonial Beach WWTP.

The qualifications for the position are a bachelor's degree from an accredited college or university in public administration, finance, business or related field; five years of experience in an administrative/management role, or equivalent combination of education, training and experience. A Masters Degree in Public Administration degree is preferred. The salary range for this position is \$120,000.00 - \$194,400.00.

Applicants must submit a Westmoreland County application, as well as a cover letter and resume addressed to Westmoreland County, c/o County Administrator, P.O. Box 1000, Montross, Virginia 22520 or via email to [nrisavi@westmoreland-county.org](mailto:nrisavi@westmoreland-county.org). Deadline for submitting applications is September 28, 2023. Any questions regarding this position can be discussed with the current County Administrator, Norm Risavi, by calling 804-493-0130. EOE.