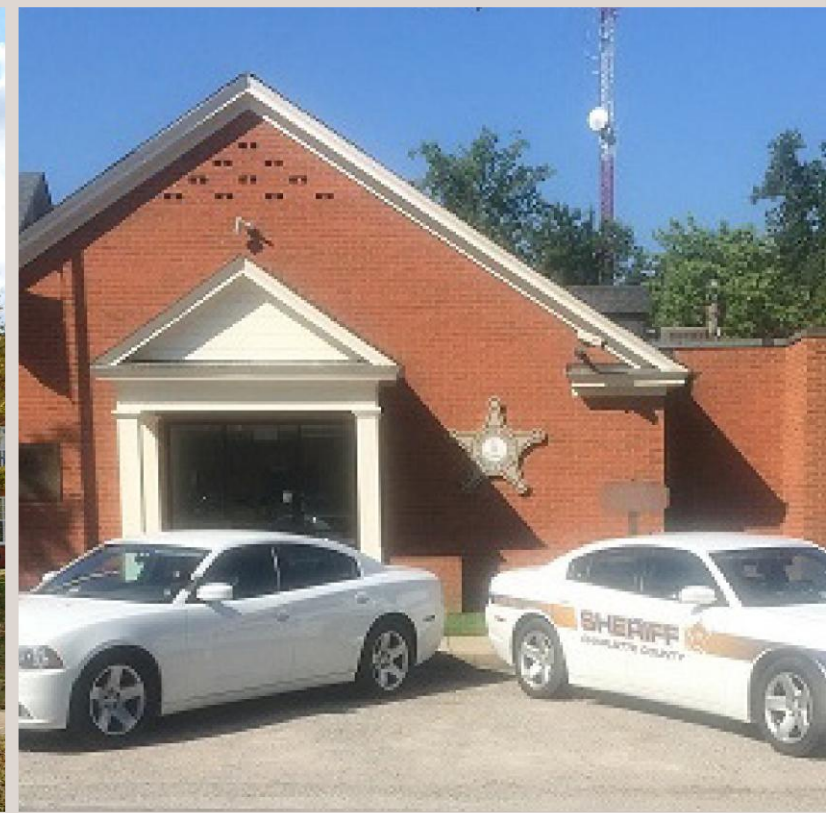




*Charlotte County, Virginia
welcomes applications for the position of
County Administrator*





Charlotte County is seeking an experienced professional manager to serve as County Administrator, the chief administrative officer responsible for directing programs and operations of the County government.

This opportunity is created by the retirement of the County's current County Administrator after six+ years of service- only the second administrator in over 40 years.

This recruitment profile provides background information on the community, its government operations and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of County Administrator.

Community Background

Described by Patrick Henry as, "...one of the garden spots of the world," Charlotte County is a rural community characterized by a rolling topography of farm and forest land, with villages, including the County seat at Charlotte Court House, located at key intersections. The County has a land area of 475 square miles and a 2020 population of 11,529.

Located in south-central Virginia, the County is only 1 hour from Lynchburg, 1.25 hours from Danville, 1.5 hours from Richmond, 2 hours from Raleigh, North Carolina, and 3 hours from Norfolk's ports. There are good road connections with a four-lane arterial highway, Route 360, providing access to I-85 less than one hour away. Route 460, to the north, and Route 58, to the south, provide east-west access to other metropolitan areas.



Charlotte County is rich in history, with settlement starting in the early eighteenth century. The County was formed from neighboring Lunenburg County in 1764 and named for Queen Charlotte, wife of King George III of England. Despite that recognition, Charlotte County was the second governing body in the 13 colonies to declare its independence from England. Patrick Henry retired to Charlotte County and is buried at Red Hill. Virginia statesman, U.S. Representative and U.S. Senator John Randolph lived and was buried in the County at Roanoke Plantation.

There is a rich heritage of architecturally significant structures in the County, from stately homes reflecting the Colonial and Georgian to Federal and Greek Revival periods, to the business and government buildings in the village of Charlotte Courthouse. The Historic Courthouse District is recognized on both the State and National Registers of Historic Places

and has been likened to Williamsburg on a smaller scale. Staunton Hill, an 1848 gothic plantation home of note, was restored in the 20th century by Robert K.E. Bruce, U.S. diplomat, whose ancestors originally built the plantation.

Charlotte County citizens are caring and compassionate, involved in the community, and proud of the small-town atmosphere that defines the area. At the same time County residents seek new opportunities for growth in employment, tourism, and telecommunications. They are proud of their excellent school system and passionate about sports and outdoor activities.



The County population is approximately 71% white, 26% African American, and 3% Hispanic. The Median Household Income is \$48,892 (2023) and the poverty rate is 20.8%. County employment is focused on agriculture and forest products, modular home manufacturing, public administration and education, and more recently renewable (solar) energy development.

County Government

Charlotte County provides services typical of a smaller rural community, including planning and zoning, building inspection, animal control, waste management and social services. The Sheriff's Department is responsible for law enforcement and 7 volunteer fire departments provide fire services. Emergency medical services, once provided by the volunteers of the Charlotte County Rescue Squad, are now predominantly operated by a paid staff and is under the County's Public Safety umbrella. The County is a member of a regional solid waste authority and operates seven recycling centers where residents can bring their household waste and recyclables for disposal. The Charlotte County Library has its main site located at the Court House, with three branch locations to serve residents. The County has approximately 200 employees with an annual budget, including schools, of approximately \$74.2 million.



The County, through its Industrial Development Authority, owns the Charlotte County Industrial Park, in Keysville. It also participates in regional economic development through the recently developed Virginia's Heartland Regional Economic Development Alliance (VHREDA) and a joint development, with six other localities, of the 773-acre Heartland



Business Park, also in Keysville. The Heartland Park board is working with the state to upgrade the park's water system and is completing a site development plan for one of the tracts in hopes of recruiting new businesses to the park. The park has a rail spur, owned by the Buckingham Branch RR and is adjacent to Route 360, a 4-lane highway. The rail spur has been extended into the park to accommodate Eastern Engineered Wood Products.

Charlotte County has four incorporated towns, Charlotte Court House, Keysville, Drakes Branch, and Phenix. Each operates a municipal water system, and the towns of Keysville and Drakes Branch operate wastewater treatment systems as well. Each town has its own zoning and planning commissions.

Charlotte County is governed by a seven-member Board of Supervisors, elected from seven election districts to staggered terms of four years. The Board is the legislative policy making body for the County. It appoints the County Administrator who serves as the county's chief administrative officer under the Board's direction.

The County Administrator is responsible for the day-to-day management of the County in accordance with policies established by the Board of Supervisors. Duties of the Administrator include but are not limited to: general administration, personnel management and supervision of all county departments, budget preparation, funds management, purchasing, property management, compliance with laws, regulations and ordinances, coordination with independent agencies and the community, representing the Board at meetings and functions at the local and state level, and any and all other duties imposed by the Board and by law to facilitate the accomplishment of the work of County government. The County Administrator also currently serves as the Zoning Administrator.

Challenges, Issues & Opportunities

The Board of Supervisors, with assistance from the Commonwealth Regional Council, completed a redraft of the County's 2017 Comprehensive Plan and adopted the new plan in April 2024. While reaffirming a strategic vision originally crafted in 2002, the new plan contains components of a new vision that includes renewable energy within the county- while maintaining the vision that includes an improved standard of living for County residents resulting from economic growth and stability fostered by educational excellence and supportive infrastructure.

In advancing that vision, the Board has identified the following areas of focus in the next three to five years.

- The development of a shorter-range strategic plan to address priorities for action. Plan development would involve considerable public input.

- Actions to increase employment in the County through the development of a trained workforce and the recruitment of new businesses.
- Improved telecommunications, internet connectivity and broadband access for residents and businesses. Universal broadband should be available within the county by the end of calendar year 2025.
- Improved infrastructure, especially public utilities (water and sewer) to support economic growth.
- An examination of ways to promote further development of the Heartland Business Park.
- The promotion and growth of tourism, especially agritourism, heritage and recreational opportunities, taking advantage of the County's agriculture, history, open spaces, trails and access to Kerr Lake and the Staunton River.
- With the School Board, having addressed aging school facilities, with the recent completion of the renovation to 3 elementary schools and ongoing renovations to the Randolph Henry High School, bringing teacher salaries up to a competitive level is now a focus.
- Actions to improve the County government's leadership, transparency, and open communications with its citizens.
- Maintain and update the employee compensation plan, implemented in January 2023.
- Address the challenges of providing fire and EMS to the county citizens with the decline in volunteerism within these institutions.
- Coordination of the development of over 1,500 MWs of industrial scale solar development over the next 3-5 years. Once developed this will be a substantial source of revenue for the County.

Qualifications, Education & Experience

The following education and experience factors are the desired qualifications for successful performance:

- A Master's degree in Public Administration, Business Management, Planning or a related field; or experience equivalent to a master's degree, is preferred.
- Three to five years of successful leadership at a senior executive/administrator level in an organization with comparable responsibilities. Over five years of leadership experience preferred.
- Experience in or with budget management for a multimillion-dollar organization.
- Experience in or with the private sector; demonstrated understanding of business needs and principles.
- Experience in personnel management and employee relations with a record of positive, equitable administration and staff development.
- Knowledge of comprehensive land use planning and zoning administration.
- Knowledge of emergency management planning and response.
- A demonstrated record of compliance with the principles of open government, including knowledge of the requirements of the Freedom of Information Act (FOIA), the Conflict of Interests Act (COIA) and the Records Retention Act.

Personal Traits and Desired Characteristics

- Absolute integrity, ensuring ethical, honest, fair, open and personable interactions with all community members.
- Strong leadership skills, while respecting the different and complementary roles of the Board of Supervisors and the County Administrator; visionary; assertive yet diplomatic.
- Excellent communications and interpersonal skills, including the ability to listen effectively.
- An engaging personality; expressing a sincere interest in all County residents without favoritism or prejudice.
- Proactive in addressing issues, challenges and opportunities; a problem solver.
- Entrepreneurial, creative, and innovative; open to fresh ideas to improve County operations and enhance the quality of life for residents.

- Able to perform in multiple roles, to set priorities, to respond to crises, and to refocus once the situation is resolved.
- Optimistic but realistic.
- A role model and mentor for County employees; dedicated to the professional development of staff.

Performance Expectations

- Engagement with and involvement in the community; visiting every sector of the community, participating with the Supervisors in “town meetings” in each election district, and demonstrating sensitivity to all socio-economic, ethnic, and cultural groups in the County.
- Active and visible participation in community activities as a resident of the County.
- Conduct an evaluation and critical assessment of current County operations, policies and procedures and suggest or implement changes to improve efficiency and effectiveness.
- Outreach to existing businesses to strengthen the positive relationship with that sector.
- The establishment of strong relationships with the towns, the school system, neighboring localities, regional entities, boards and commissions and the state government.

Compensation & Benefits

Compensation for the County Administrator will be competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support and other benefits as identified in a negotiated employment contract. County residence is expected within 6 months of hire and moving expenses are negotiable.

Application Process

To be considered, please submit a cover letter and resume with salary history and professional references to Daniel Witt, via email at dwitt@charlottecountyva.gov. Initial review of candidates will begin on April 1, 2025. Applications received after that date may be considered until the position is filled, however, a timely submittal will ensure the most advantageous review. Finalists must consent to a background check including criminal, DMV, and credit history.

Questions may be directed to: Daniel Witt, County Administrator, 434- 542-5117 or via email at dwitt@charlottecountyva.gov

For Additional County Information:
Visit www.charlottecountyva.gov

Charlotte County is an Equal Opportunity Employer