

Northampton County, VA
Invites qualified candidates to apply
for the position of:

County Administrator
Salary Range \$130,000 - \$150,000



Northampton County makes up the southernmost region of Virginia's Eastern Shore, a beautiful peninsula situated between the Atlantic Ocean and Chesapeake Bay.

The County is home to a unique coastal wilderness and the area's natural environment helps support hundreds of species of plant and animal wildlife, as well as the area's thriving agriculture, aquaculture, and tourism industries. Residents and visitors can experience the natural beauty of the area and enjoy a variety of outdoor recreational activities like swimming, hiking, fishing, crabbing, camping, birdwatching, and boating due in part to Northampton County's important conservation work in helping protect the natural resources of the Eastern Shore and Chesapeake Bay. With a history dating back to before the Revolutionary War, Northampton County is also committed to protecting the area's cultural and historic treasures.

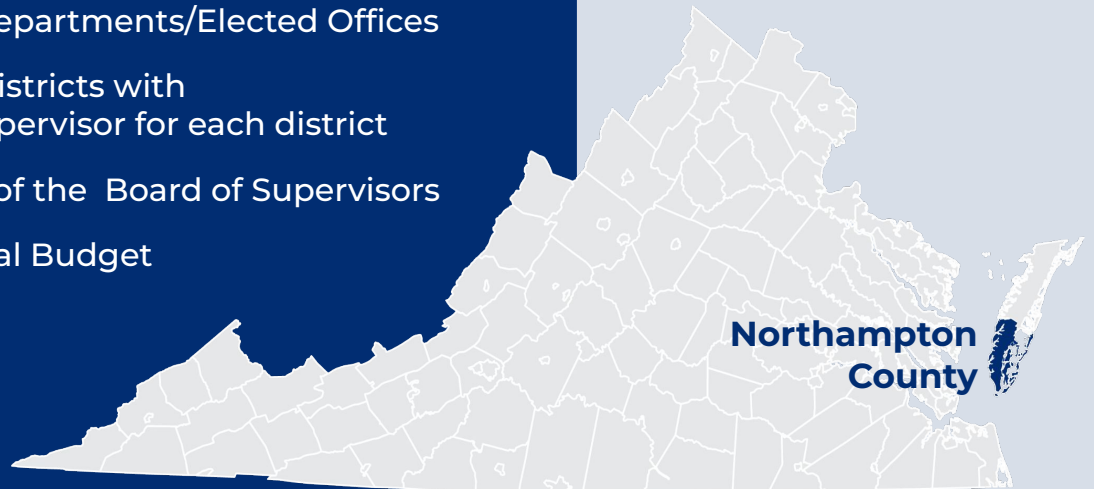
Approximately 12,000 people call Northampton County home and live in the County's six incorporated towns: Cheriton, Exmore, Cape Charles, Nassawadox, Eastville, and part of Belle Haven. Residents enjoy the pristine nature and quiet lifestyle in Northampton but have access to the amenities and entertainment available in nearby Norfolk (less than an hour drive from Northampton) and Virginia Beach. Major cities such as Washington, D.C. (about 4 hours away), as well as New York, Philadelphia, and even Boston (all within a day's drive), are easily accessible from Northampton County.



NORTHAMPTON COUNTY

Quick Facts

- County Population: **12,282**
- **6** Incorporated Towns
- **21** County Departments/Elected Offices
- **5** Election Districts with
1 Elected Supervisor for each district
- **5** Members of the Board of Supervisors
- **\$44M** Annual Budget



About the Role

Northampton County is seeking a dynamic and community-driven County Administrator to serve as the chief administrative officer of the County and lead the organization with integrity, fairness, and strategic purpose. Appointed by and reporting directly to the Board of Supervisors, the Administrator is responsible for overseeing daily operations, executing Board policy, and directing staff across County departments under the Administrator's supervision (excluding offices such as the Sheriff's Department and Jail).

The next County Administrator will help shape the future of Virginia's Eastern Shore by advancing initiatives that reflect the County's priorities—particularly in the areas of open space preservation, housing development, infrastructure, financial sustainability, and workforce leadership. This includes stewarding a \$44 million annual budget, guiding efforts to expand affordable housing and modernize public services, and supporting capital planning and long-term investment strategies that ensure fiscal health. The County has a strong financial position, with no recent audit issues and a stable outlook.

In addition to internal leadership, the Administrator will serve as a key community ambassador—engaging directly with residents, schools, regional organizations, and other public-sector partners. A collaborative management style and strong interpersonal skills are essential, as the Administrator will work closely with department heads, the Board of Supervisors, and stakeholders across sectors. This is a hands-on leadership role for a visible, trusted figure who will serve with purpose and help guide Northampton County through both challenge and opportunity.

Lead with
integrity. Serve
with purpose.
Shape the
future of
Virginia's
Eastern Shore.

Key Areas of Focus for the Next County Administrator

Northampton County's next County Administrator will serve as the chief administrative officer of the County, responsible for executing Board policies and overseeing day-to-day operations. The successful candidate will lead across a range of strategic priorities, including:

Advancing Housing and Development Initiatives

The County Administrator will play a key role in addressing affordable and workforce housing needs across Northampton County. This includes identifying and implementing practical solutions to expand housing options, particularly for working families and underserved populations. The Administrator should understand and address the regulatory and infrastructure barriers that make housing development difficult in Northampton County and work proactively to support denser development around towns, while preserving the County's valued open space. Experience in redevelopment and property revitalization will be critical, especially in supporting community growth, reinvestment, and land-use innovation.

Ensuring Financial Stability and Operational Excellence

The Administrator will oversee all aspects of fiscal planning and budgeting, ensuring that County finances are managed with transparency, discipline, and foresight. A strong focus on performance management is essential, with an emphasis on setting goals, measuring results, and promoting accountability across all departments. The Administrator will lead efforts to enhance operational efficiency and drive continuous improvement in County services, while also laying a foundation for long-term financial sustainability that supports both daily operations and capital investment needs. The Administrator must be comfortable with performance appraisals and creating systems of accountability, particularly in departments that have historically operated with less structure.

Key Areas of Focus for the Next County Administrator (continued)

Exercising Organizational Leadership and Workforce Development

As the chief executive of the County government, the Administrator must foster strong, collaborative relationships with department heads and senior staff. A commitment to staff development—including structured performance appraisals, mentoring, and succession planning—is essential. The Administrator should bring experience managing small or resource constrained teams, and be adept at navigating recruitment and retention challenges common to rural localities. An ability to build morale, structure succession plans, and fairly address compensation disparities will be key.

Promoting Community Engagement

The County Administrator will be expected to ensure fairness across all County services and internal operations by ensuring consistent and effective procedures, practices, policies, and service delivery. The Administrator should be visible and approachable in the community, engaging with residents through transparent and authentic communication. Building and maintaining strong partnerships with local schools, youth organizations, and Eastern Shore Community College will be important in supporting youth development and workforce readiness.

Strengthening Communication and Supporting Governance

The Administrator will lead efforts to strengthen communication both within County government and with external stakeholders. This includes improving communication channels within and beyond County government—making use of more frequent touchpoints with departments, facilitating interactive department head meetings, and ensuring clear agenda management. They must be proactive, accessible, and effective in aligning County operations with Board of Supervisors' priorities. The Administrator must be adept at translating the Board of Supervisors' goals into actionable outcomes, aligning County operations with the Board's policy direction and maintaining strong working relationships with elected officials.

Key Areas of Focus for the Next County Administrator (continued)

Overseeing Infrastructure and Public Services

The County Administrator will be responsible for understanding and addressing the County's infrastructure and capital planning needs. Knowledge of public works, capital improvement planning, and technical project oversight—including water/sewer infrastructure, equipment needs, and broadband—is vital. The Administrator should also ensure departments work together and appreciate the interconnected nature of their services. The Administrator will also support high-profile initiatives such as the Rails to Trails program and other quality-of-life projects aimed at boosting tourism and community vitality. Additionally, the role requires strategic planning to address public safety and infrastructure needs, including emergency services oversight, water and sewer improvements, and other essential services.

Driving Economic Development and Business Growth

The County Administrator will serve as a key leader in advancing Northampton County's economic development objectives. This includes actively promoting business retention and recruitment, supporting entrepreneurship, cultivating partnerships with regional and state economic development agencies, and serving as a visible ambassador to attract investment and new job opportunities. The Administrator should bring experience in project management, business development, and public-private partnerships, with the ability to market Northampton's strategic advantages and work directly with prospective employers, developers, and community partners to foster sustainable economic growth.

Work Environment

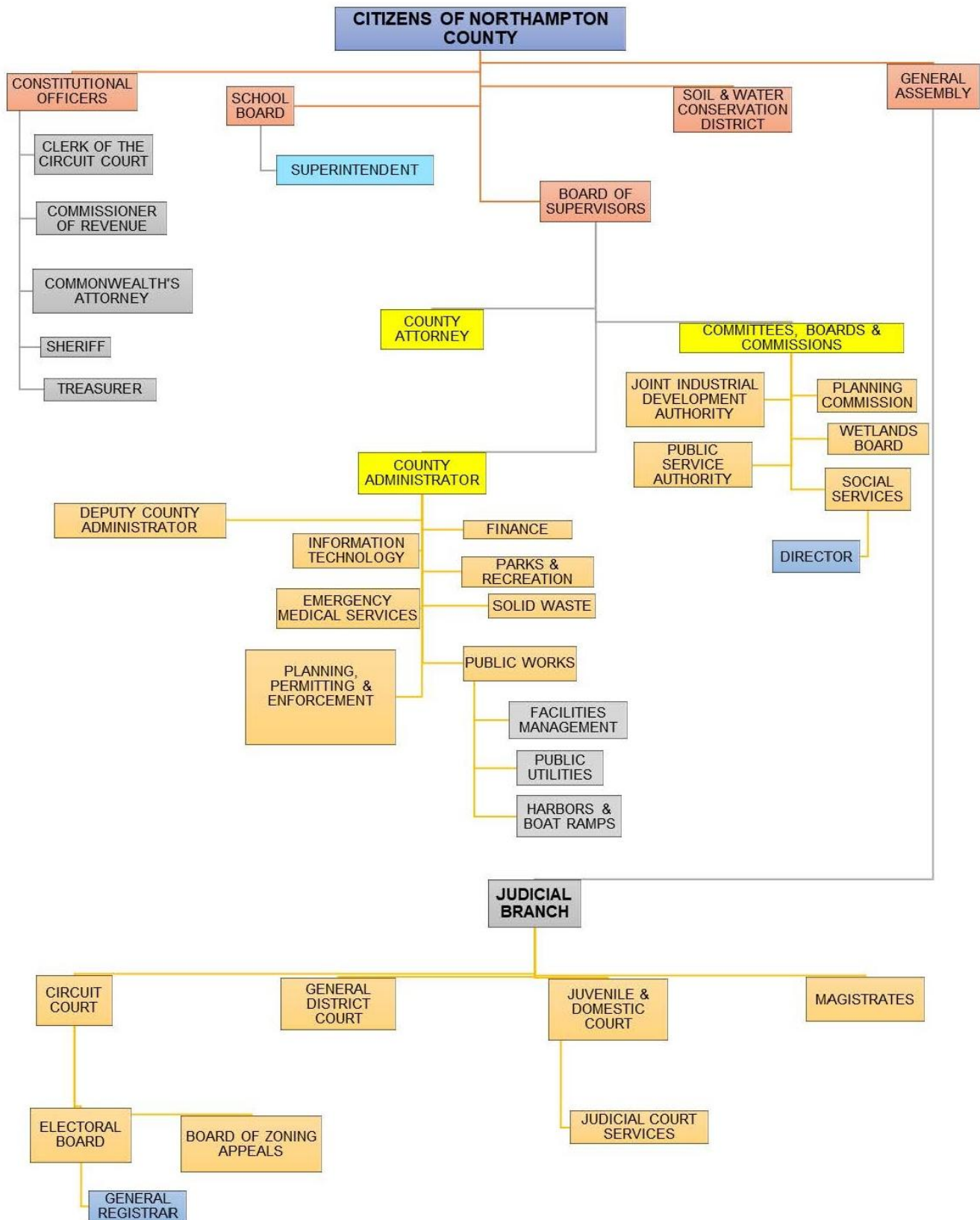
The County Administrator position is based in Northampton County's administrative offices in Eastville, Virginia, a historic and rural setting on the Eastern Shore. This is a full-time, on-site role that requires consistent in-person presence—remote or hybrid work arrangements are not available. In accordance with the Code of Virginia, residency within the County is required and viewed as essential to creating close ties with the community.

The Administrator works in a professional office environment and attends frequent meetings both in the office and throughout the Eastern Shore. The pace of work can shift quickly, requiring attentiveness to changing needs, Board schedules, public concerns, and emerging priorities. A strong presence at public events, County functions, and stakeholder meetings is expected, and the role involves regular collaboration with staff, local organizations, and regional and state partners.

While the setting is collegial and community-oriented, the work often involves high-level decision-making and managing sensitive or complex issues. The successful candidate will thrive in an environment that values responsiveness, clear communication, and professional integrity. Reasonable accommodations will be provided to qualified individuals with disabilities.



Northampton County Organizational Chart



Experience and Qualifications

The next County Administrator must possess the following qualifications and skills:

- **Experience:** Significant professional experience in county or municipal government administration, with a strong understanding of public sector operations.
- **Expertise:** Proven background in planning, zoning, redevelopment, or community development, with demonstrated success in managing complex projects and initiatives.
- **Leadership:** Demonstrated ability in fiscal management, personnel leadership, and strategic planning, including the oversight of budgets, staff, and long-term organizational goals.
- **Communication:** Exceptional interpersonal skills, with clear and effective written and verbal communication abilities suited to a wide range of audiences.
- **Education:** Bachelor's degree required; a Master of Public Administration (MPA) or a related advanced degree is strongly preferred.

Ideal Candidate

- **Diplomatic, yet decisive:** kind, composed, and able to hold people accountable
- **Fair and authentic:** not a political person, but a politically savvy, principled leader
- **Collaborative and knowledgeable:** comfortable navigating intergovernmental issues, regional partnerships, and Board dynamics
- **Community-minded:** prioritizes quality of life, public safety, and resident engagement

Compensation and Benefits

The salary range for this role is **\$130,000** to **\$150,000**. Salary determination is dependent on the candidate's experience and qualifications. Relocation expenses will be considered.

A full benefits package will be provided. Benefits include:

- **Health and Dental Insurance**
- **Life Insurance**
- **Long-term Disability Insurance**
- **Access to Employment Assistance Program (EAP)**
- **Retirement Benefits (Virginia Retirement System)**
- **Annual leave**



To Apply

Pracademic Partners is assisting Northampton County with this executive search. To apply, email your application materials to ian@pracademicpartners.com with the subject line: **Northampton County Administrator**. Application materials must include:

- **Resume**
- **Cover Letter**
- **Contact information for 3 Work-related References**

Please label your files using the following format:

FirstName LastName Resume

FirstName LastName Cover Letter

This recruitment effort is confidential and all contacts, inquiries and communications will be treated as such throughout the process.

This position remains open until a final selection is made; candidates are encouraged to apply as soon as possible.

Hiring Process

Initial interviews will include a virtual Zoom interview; finalists will undergo a background check. In-person interviews will be for selected finalists. An employment agreement may be negotiated.

Northampton County is an equal opportunity employer and is committed to providing equal access, opportunity, and reasonable accommodations to individuals with disabilities. Northampton County does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, or disability.



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