



COUNTY ADMINISTRATOR

KING WILLIAM COUNTY, VA



King William County is seeking an experienced professional to serve as County Administrator responsible for implementing the Board of Supervisors' vision and directing programs and operations of the County government. The County is currently being served by an Interim County Administrator, an Executive Manager with the Berkley Group who is not a candidate for this position.

Step into a leadership role where your vision can shape the future of a growing and engaged community. King William County, steeped in history and natural beauty, offers an exceptional opportunity for a strategic and service-oriented professional to make a lasting impact. As County Administrator, you'll work alongside a committed Board of Supervisors and lead a dedicated team of department heads and staff to deliver responsive, transparent, and efficient government services. You'll help guide the County through smart growth, responsible fiscal management, infrastructure development, and community engagement while preserving the charm and character that residents value. This is more than a job...it's your chance to be a transformative leader in a county ready for bold, yet balanced progress.

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 successful performance as County Administrator.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to the Berkley Group via email at kimball.payne@bgllc.net. While the position is open until filled, **the formal review of applicants will begin September 5, 2025**. Inquiries relating to the County Administrator position may be directed to:

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Berkley Group

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COMMUNITY BACKGROUND

King William County is a rural yet strategically located and growing locality in eastern Virginia's Middle Peninsula. The County offers residents the benefits of rural and small-town living with convenient access to the urban amenities of Richmond, the state capital, to the west and the Tidewater localities to the east. A strong sense of community spirit and affordable housing has made it an attractive location for young and growing families.

The County is a regional locus for heritage tourism, outdoor recreation, and agricultural commerce, balancing economic opportunity with a strong commitment to its rural character. The County's natural beauty and open landscapes contribute to a high quality of life for residents and visitors alike. Its small communities and unincorporated villages such as Aylett, Central Garage, and King William Courthouse offer a welcoming environment with a deep sense of place. The Town of West Point provides village-like services in a historic setting.



LOCATION AND TRANSPORTATION

King William County is located in the eastern portion of the Commonwealth of Virginia, between the Richmond metropolitan area and the Tidewater region. The County is bordered by the Mattaponi River (north) and the Pamunkey River (south), which converge at its east end, at the Town of West Point, to form the York River. Its major transportation corridors of State Routes 30 and 33, and U.S. Routes 360 and 60, provide an easy connection to Interstate 64 and Interstate 95, offering convenient access to both East Coast and inland markets. While King William does not host passenger rail or commercial air terminals within its borders, residents and businesses benefit from proximity to the Richmond International Airport and Amtrak stations in nearby Ashland and Richmond.



HISTORY

The history of King William County is deeply intertwined with both the Indigenous cultures that originally inhabited the region and the early English colonial expansion into the New World. Long before the arrival of Europeans, the area that comprises present-day King William County was home to powerful and complex Native American societies. Most notable was the Powhatan Confederacy, a sophisticated alliance of approximately 30 Algonquian-speaking tribes that occupied much of eastern Virginia.

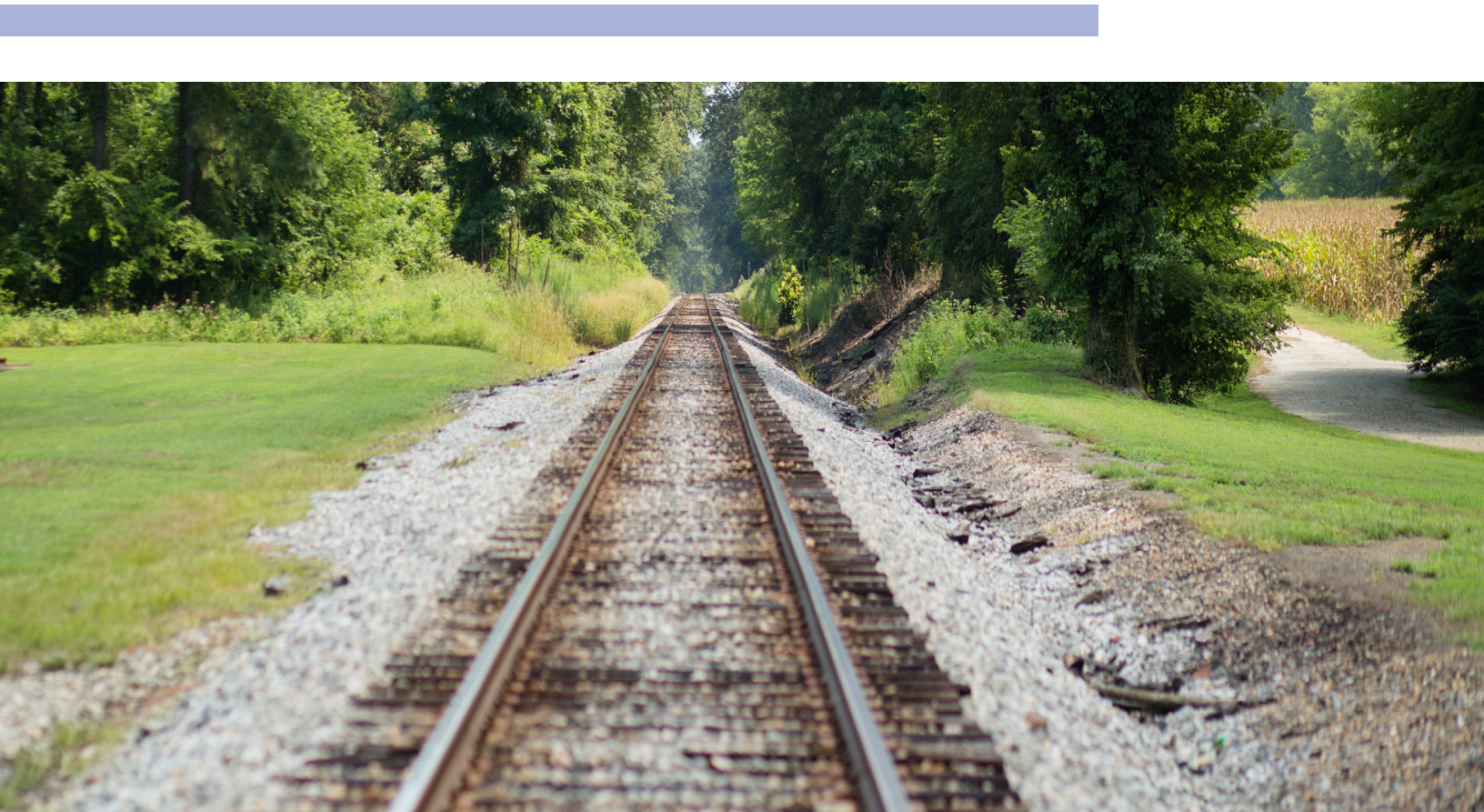
Three of the original core tribes of the Powhatan Confederacy, the Mattaponi, the Pamunkey, and the Upper Mattaponi remain in King William County. Two tribes, the Mattaponi and the Pamunkey, have designated reservation land in the County, and the Upper Mattaponi owns and manages tribal lands. All three tribes are recognized by the Commonwealth of Virginia; the Pamunkey and Upper Mattaponi tribes also have federal recognition.

Following the establishment of Jamestown in 1607, English settlers began to explore and settle the surrounding territory. In 1608, Captain John Smith, a key leader in the Jamestown settlement, made his way into the region and recorded a visit to the Powhatan town of Cinquoteck (also known as Paumenkee Town), located along the Pamunkey River. This marked one of the earliest English interactions with the land that would become King William County.

By the mid-17th century, English colonial claims were formalized through land patents. In 1653, John West received a grant of 3,000 acres at the site of Paumenkee Town, naming his new plantation "West Point." Over time, as the colony's population grew and administrative needs increased, existing counties were subdivided to better govern the expanding settlements.

For many years, the area now known as King William County was part of King and Queen County, which had itself been carved from New Kent County. Eventually, in response to continued settlement and growth, the Virginia General Assembly enacted legislation in 1701 to establish a new county, the colony's 24th. That act became official on April 11, 1702. The newly formed county was named in honor of King William III of England, who reigned from 1689 until his death in 1702.

Today, King William County retains strong historical connections to both its Native American roots and its colonial origins and is a growing part of the fabric of Virginia's Middle Peninsula.





ECONOMY

King William County supports a growing, resilient economy grounded in its agricultural heritage, natural resources, strategic location, and expanding industrial and commercial base. The County's economic profile includes a mix of agriculture, manufacturing, construction, logistics, retail trade, education, and public administration. Two of the Middle Peninsula's largest employers, Nestle Purina Pet Care, and Smurfit Westrock, are located in King William County. The County's proximity to both the Richmond and Hampton Roads metro areas makes it an attractive location for businesses seeking access to regional markets while benefiting from lower operating costs and a rural quality of life.

The King William County Economic Development Authority (EDA), a political subdivision of the State whose members are appointed by the Board of Supervisors, focuses on core strategies such as business attraction, retention, expansion, and workforce alignment, while also promoting land development opportunities and public-private partnerships. The County works to maintain a business-friendly environment by streamlining processes, supporting entrepreneurship, and investing in essential infrastructure such as broadband, transportation access, and utility capacity.

King William County also collaborates with neighboring jurisdictions through entities such as the Middle Peninsula Planning District Commission (MPPDC) and partners with the Virginia Economic Development Partnership (VEDP) to promote regional opportunities and leverage state-level incentives.

The County is working on broadband expansion initiatives in collaboration with PamunkeyNet, the broadband arm of the Pamunkey Indian Tribe, and All Points Broadband to ensure reliable, high-speed internet access for residents and businesses across the region.

QUALITY OF LIFE

King William County is defined by its distinctive combination of historic charm, scenic rural landscapes, and strong community character. A short drive from the amenities of the Richmond metropolitan area, the County offers a tranquil lifestyle grounded in natural beauty, agricultural heritage, and community pride. Known for its welcoming and close-knit atmosphere, King William celebrates a strong sense of place, where traditions run deep and neighbors know one another.



While rural in nature, King William County offers a wide range of cultural, recreational, and educational opportunities. Home to two of Virginia's historic Native American tribes, the Pamunkey and Mattaponi, the County is a center of Indigenous heritage and river culture. The Pamunkey Indian Museum and annual events hosted by both tribes offer visitors and residents a window into centuries of Native American history and resilience.

Recreational amenities in King William County focus on the region's natural assets, including public boat landings, fishing access, riverfront trails, and open green spaces. Sandy Point State Forest is the County's largest recreational asset at over 2000 acres. It offers trails and access to streams, wetlands, and the Mattaponi River. Zoar State Forest, with 378 acres, has hiking and biking trails, picnic facilities and access to the Mattaponi River for boating and fishing. Paddling, by kayak or canoe, is actively promoted with access points along both the Pamunkey and Mattaponi Rivers in the County and at West Point.

The County's historic landmarks also contribute to its unique identity. The King William County Courthouse is the oldest continuously used courthouse in the United States, and nearby churches, homes, and cemeteries date back to the colonial era. Small villages and crossroads communities such as Aylett, Central Garage, and King William Courthouse reflect a blend of history and modern living, where family-run businesses, antique stores, local restaurants, and seasonal farm stands line the routes. The County is also home to many award-winning artisan farms, offering organic produce, grass-fed beef, cage-free dairy, specialty flowers, baby goats, and alpacas.

The Town of West Point, with its quaint downtown district, offers visitors the chance to experience coastal charm, explore its history, recreate, and rejuvenate at fine dining and lodging establishments. A famous native son, the Marine Corps most decorated individual, Lieutenant General Lewis Burwell "Chesty" Puller was born in West Point.

Though the County is rural, cultural vibrancy is celebrated through community events and festivals that foster local pride and regional appeal. Seasonal celebrations, including fall harvest festivals, Fourth of July events, and river-focused heritage days, bring residents together across generations. Events hosted by the tribal communities are open to the public and include powwows, craft fairs, and cultural demonstrations that highlight the region's deep Indigenous roots.

Health care is accessible through regional hospitals, Riverside Walter Reed Hospital in Gloucester, Riverside Hospital in Tappahannock, and Bon Secours Memorial Regional Medical Center in Mechanicsville/Hanover. The Richmond metro area has several large medical service facilities, including the Virginia Commonwealth University Medical Center. The King William County Health Department, part of the Virginia Department of Health's Three Rivers District, is in the County Administrative Services Complex and offers health care, family planning, community health education, and immunizations/screenings for many common conditions.

KING WILLIAM COUNTY COURTHOUSE

Located in the county seat near the King William Courthouse village, this remarkable building has been in unbroken judicial use since 1725, making it not only a local treasure but a national historic landmark. The courthouse, constructed of brick in the colonial style, remains an enduring symbol of Virginia's early legal and civic institutions. Its long-standing role in the community reflects both deep-rooted tradition and continuity in local governance.



EDUCATION

King William County Public Schools (KWPCS) serves the educational needs of County students outside the Town of West Point. KWPCS is governed by an elected School Board and operates independently of the County government, although it receives most of its local funding through the County's General Fund. The County provides significant annual investment in public education and collaborates with the school division on capital projects and shared facilities.

The KWPCS district consists of four centrally located schools: Cool Spring Primary School (Pre-K–2), Acquinton Elementary School (Grades 3–5), Hamilton-Holmes Middle School (Grades 6–8), and King William High School (Grades 9–12). Together, they serve approximately 2,100 students with a student-to-teacher ratio of 15:1, aligning with the state average. KWPCS emphasizes academic achievement, maintaining a graduation rate between 90% and 94%, which places it in the top 20% of school districts in Virginia. The district invests in student support and enrichment through a range of programs, including Career and Technical Education (CTE), gifted education, special education services, and English learner support.

The Town of West Point operates its own independent school division, separate from the County, a rarity in Virginia. Two schools, an elementary and a combined middle/high school, serve about 840 students. Through a "split levy" arrangement, West Point citizens pay taxes to fund the West Point school division and other Town Services. The rest of the County, outside of the Town, is designated as a special tax district which funds King William County Public Schools.

Many public and private colleges and universities, including the College of William & Mary, Christopher Newport University, Virginia Commonwealth University, and the University of Richmond, are within an hour's drive. While there are no community colleges in King William County, nearby Rappahannock Community College (RCC) is located less than 20 minutes from the eastern part of the County in Glenss.



DEMOGRAPHICS

King William County spans approximately 286 square miles of land and had an estimated population of 19,232 as of 2024, reflecting growth of about 8% since the 2020 Census. The Town of West Point, whose residents are also County citizens, has a population of approximately 3,414. The County does not belong to a Metropolitan Statistical Area (MSA) of its own, but its location just northeast of Richmond and adjacent to Tidewater at its eastern end, positions it within broader commuting and economic zones. The population of King William County is approximately 79% White, 15% Black or African American, 5% multiracial, and 1.5% American Indian. There is a small Asian population and approximately 3.7% of residents are Hispanic or Latino. The median household income in 2023 was approximately \$85,212, which is above the statewide average, and the median value of owner-occupied housing units was about \$276,500, reflecting the county's appeal as a rural-residential community within commuting distance to Richmond. The poverty rate stands at 7.1%, significantly lower than the state and national averages.



COUNTY GOVERNMENT AND SERVICES

King William County operates under the traditional County Administrator and Board of Supervisors form of government as defined by Virginia law. It provides a broad range of essential services to residents and businesses, including public safety, animal control, public utilities, waste management, building and environmental inspections, emergency preparedness and response, parks and recreation, community development, and social services. Unlike cities and some towns, the County does not maintain its own road system; all public roadways are maintained by the Virginia Department of Transportation (VDOT).

The County is governed by a five-member Board of Supervisors, elected by magisterial districts to four-year terms by the citizens of King William County. The legislative body adopts local ordinances, approves the annual budget, makes land use decisions, and sets policy for county operations. The Board is supported by the County Administrator, an at-will employee of the Board, who oversees day-to-day government functions and coordinates service delivery across departments. In addition to the Board, the County government includes five constitutionally elected officers: the Commonwealth's Attorney, Clerk of the Circuit Court, Commissioner of the Revenue, Treasurer, and Sheriff. The Commissioner of the Revenue is responsible for the assessment of real and personal property and business licenses, while the Treasurer handles the collection of taxes and fees and manages the investment of local funds.

Public safety services in King William County are delivered through a combination of professional and volunteer departments. The Sheriff's Office provides law enforcement and crime prevention services across the County, including patrols, investigations, court security, and civil processes. Professional fire protection and emergency medical services are delivered by the King William Fire and Emergency Services Department, supported by volunteer fire and rescue departments.

The County's Department of Social Services, which reports to the County Administrator, provides a wide range of state-mandated and locally supported programs, including protective services, benefit eligibility, Medicaid, SNAP (Supplemental Nutrition Assistance Program), employment training, and family services. The department works in partnership with other human service providers throughout the region to ensure residents have access to critical support and crisis response.

Public works responsibilities such as building inspections, environmental compliance, solid waste convenience centers, and water and sewer service are handled by various County departments and regional authorities. Public water is provided in the Central Garage area by the King William County Utilities Department. The Town of West Point operates its own water utility. The Hampton Roads Sanitation District provides wastewater collection and treatment services in a limited area, including West Point. Solid waste collection for residents is provided through three staffed convenience centers and a transfer center operated by the Virginia Peninsulas Public Service Authority.

The King William County Library System was established in 2025 and has branches in the upper end of the County and at West Point. Parks and recreation facilities and programs are managed by the King William County Parks and Recreation Department. The King William County Recreation Park has athletic fields, picnic shelters and other amenities. The Community Center has a field and hosts multiple recreational activities in its building.

The County government is staffed by a dedicated team of about 130 public employees, who support the County's mission to provide high-quality, fiscally responsible services. The Proposed Fiscal Year 2026 Budget totaled approximately \$53 million, all funds, which included \$35 million in the General Fund, \$15 million for Schools, \$3.3 million for Debt Service, and \$891,000 for Public Utilities.



THE POSITION

The Board of Supervisors appoints a County Administrator who serves at the pleasure of the Board of Supervisors, carries out its policies, and directs day-to-day county operations and business procedures. He or she is responsible for the day-to-day operation of the County government and manages and supervises all departments, agencies, and offices of the County except for the County Attorney and County Clerk, who report directly to the Board of Supervisors.

The County Administrator is responsible for developing and, upon adoption by the Board of Supervisors, implementing annual operating and capital budgets. He or she recommends policies and priorities for the Board of Supervisors' consideration and leads the County workforce in delivering services and responding to citizen issues or concerns. The County Administrator serves as the Clerk to the Board of Supervisors, the County's Purchasing Agent, the Board of Social Services, the Director of Emergency Management, and as the point of contact for economic development activities. He or she also serves as a liaison between the Board of Supervisors, the Constitutional Officers, the Judiciary, regional, state, and local agencies and authorities, and community organizations.

ISSUES, CHALLENGES, AND OPPORTUNITIES

The King William County Comprehensive Plan, adopted in 2022, includes a 2041 Vision for King William County, as follows:

In 2041, King William County will be a thriving, safe, friendly, and caring community that exhibits extraordinary rural, agricultural, and natural landscapes and offers a peaceful country lifestyle for raising a family. Outdoor recreational experiences abound for residents and visitors in the scenic rivers, state forest lands, public parks, and private farms.

Home to three of the oldest Native American tribes in the nation and a historic courthouse dating to circa 1725, King William County continues to celebrate and honor its unique heritage and preserve its character while effectively managing responsible community growth.

The diverse economy of small businesses and tailored, specialized industry contributes to the community prosperity, which is evident in affordable taxes, quality public services, distinguished educational systems, and a focused 21st Century utility infrastructure.

Achieving that vision will require a dedicated effort and the Board of Supervisors has identified the following priority areas to focus on within the next three to five years. Although there will be an election in November 2025, with the potential for two new Board members (one is not running for re-election), these focus areas are important to provide the foundation for whatever vision a new Board might establish.

- Improve the County's fiscal management; revise financial management policies to reflect best practices and ensure compliance; enhance the budget development and implementation processes; provide timely and accurate financial information to the Board and the public.
- Improve organizational capacity to provide services to the citizens; ensure the appropriate organizational structure; adopt and follow policies, procedures, and best practices for efficient, effective, and equitable service delivery.
- Provide stability in the County workforce, including at the top; provide appropriate compensation, benefits, development opportunities, and leadership to reduce turnover and foster engaged, dedicated public servants.
- Restore public trust and confidence through open communications, transparency in operations, and proactive citizen engagement.
- Engage in strategic planning in support of the County mission and the Board's vision for making King William County a better place to live, work, and recreate.
- Oversee an update to the County's Comprehensive Land Use Plan to reflect the goal of accommodating some growth while protecting and preserving the County's rural character.

In addition to the longer-term expectations, the County Administrator will need to focus on more immediate issues including:

- Understand, explain, and implement the County Fiscal Year 2026 Budget; address audit findings from previous years; gain an understanding of cash flow and cash reserves; ensure compliance with state and federal statutes and regulations.
- Review County policies and procedures, identify gaps, and develop a plan for updating old or adopting new guidance for County operations.
- Build an effective team of professional public servants; fill important department head vacancies including, Director of Finance, Director of Community Development, Director of Utilities, Director of Parks and Recreation, and Director of Human Resources.
- Explore potential capital improvement needs, including schools, utilities, and athletic facilities; identify potential partners, and develop a five-year Capital Improvements Plan (CIP) with funding options.

QUALIFICATIONS, EDUCATION, & EXPERIENCE

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

- A bachelor's degree in Public Administration, Business Management, Political Science, or a related field; a master's degree is preferred.
- At least five (5) years of progressively responsible senior level executive management experience as a chief or deputy chief administrative officer, or department head in a high performing, comparably sized or larger, locality, business, or non-profit organization with a wide range of duties in operations and management; possessing a broad skill set appropriate to the breadth of County government operations.
- Comprehensive knowledge of the principles and practice of public administration, financial management, economic development, and the broad array of local government operations and service delivery.
- Significant experience in and a strong understanding of local government finances, including budgeting, capital improvement planning, financial management best practices, monitoring, and reporting.
- An understanding of the statutory authority and requirements of County government and dedication to the principles of the Board of Supervisors/Manager form of governance. Local government experience in Virginia would be a plus.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/City Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA). Designation as an ICMA Credentialed Manager is a plus.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PERSONAL TRAITS AND DESIRED CHARACTERISTICS

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with members of the Board of Supervisors, community members, and all County employees.
- Professionally competent, with confidence tempered by humility.
- A good steward of public funds; fiscally conservative, with a focus on improving the efficiency and accountability of County operations.
- A sound, consistent decision maker, open to input from stakeholders, exhibiting good judgment, and decisive when appropriate. Able to identify potential risk without being deterred from acting.
- An imaginative leader, open to different ways of thinking and new approaches. A creative and goal-oriented mindset.
- Flexible and adaptable while remaining consistent to high ethical standards and principles of good governance.
- Excellent communications and interpersonal skills, including the ability to listen effectively, understand differing views, and collaborate.
- Strong proactive, positive leadership skills within the government organization, the community, and the region; visionary, proactive, and decisive; able to integrate new ideas and facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Not easily intimidated; able to diffuse tense situations and seek common ground when different perspectives create friction.
- Approachable and empathetic with a customer service mindset.
- A role model, coach, and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on excellent performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.

PERFORMANCE EXPECTATIONS

- Short-term, immediate actions will be to engage with staff, the Board of Supervisors, community leaders, and residents; review the County budget, structure, policies, and procedures, and get up to speed on active projects.
- Be responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- Demonstrate a commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encourage citizen engagement and inclusion.
- Conduct effective communications with all stakeholders; presenting information in a form understandable to various audiences; maintain strong, consistent, and equal communications with the Board of Supervisors.
- Focus on promoting communication, cooperation, and collaboration with community stakeholders, Constitutional Officers, King William County Public Schools, the Town of West Point, non-profit agencies, the private sector, other local governments, and regional organizations.
- Practice fair and equitable investment in and support of County employees and departments with a priority of enhancing competency and accountability and promoting excellence through individual development and improved business processes.
- Reside in the County and become an active and visible presence in the community, building relationships with citizens, business leaders, and other County and regional stakeholders.



COMPENSATION AND BENEFITS

Compensation for the County Administrator will be competitive depending on qualifications and experience. The Board of Supervisors has identified a hiring range of \$165,000-\$200,000. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System, health insurance coverage, paid time off, deferred compensation, professional development support and other benefits as identified in a negotiated employment agreement.

APPLICATION PROCESS

A formal review of applications will begin on **September 5, 2025**, and those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial virtual interviews. Applications received after that date may be considered until the position is filled. However, timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to the Berkley Group, via email at kimball.payne@bgllc.net. Questions may be directed to:

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