

# COUNTY ADMINISTRATOR

PITTSYLVANIA COUNTY, VIRGINIA

*"Business Savvy, People Friendly"*



**PITTSYLVANIA**  
COUNTY, VIRGINIA



**Pittsylvania County** is seeking an experienced professional to serve as County Administrator, the chief administrative officer responsible for directing programs and operations of the County government. The new Administrator will succeed the previous manager who departed after five years of service. A retired manager, an Executive Manager with the Berkley Group, is serving as Interim County Administrator and will not be a candidate.

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 12, 2022.** Inquiries relating to the County Administrator position may be directed to:

**Kimball Payne**

The Berkley Group

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# Pittsylvania County, VA

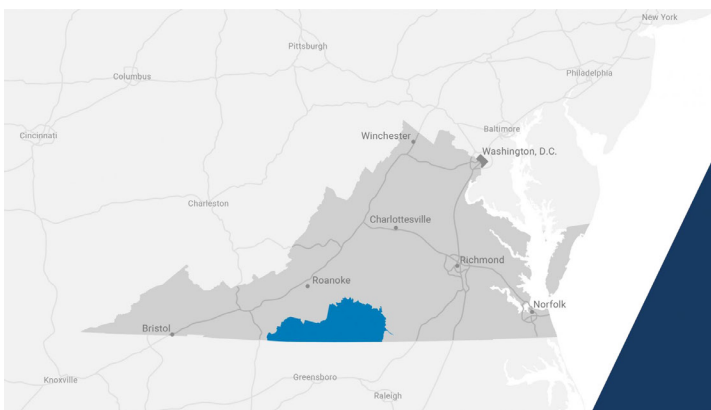
## COMMUNITY BACKGROUND

With beautiful lakes and country scenes, charming small towns, welcoming people, strong infrastructure, and a high-quality school system, Pittsylvania County is an ideal place to live, work, and learn. Geographically, the largest locality in Virginia, Pittsylvania County has the space for continued residential and business development. It offers an inexpensive cost of living in a peaceful and business-friendly rural Virginia setting.

## LOCATION & TRANSPORTATION

Pittsylvania County lies in the southern Virginia Piedmont region, bordering on North Carolina. There are three incorporated towns in the County, Chatham, Gretna, and Hurt, and the independent City of Danville (2020 population, 40,668) is on the County's southern border. U.S. Route 29 bisects the County from north to south, and U.S. 58 crosses from east to west. These four-lane divided highways provide convenient access to major interstates, including I-40, I-64, I-77, I-81, and I-85, putting the County within a day's drive of two-thirds of the U.S. population and international deep-water ports. It is 279 miles south of Washington, D.C., 140 miles from the State capital of Richmond, and 96 miles north of Raleigh, N.C.

Three commercial airports, Lynchburg Regional Airport, Piedmont Triad International Airport in Greensboro, N.C., and Roanoke-Blacksburg Regional Airport are within sixty miles. The Danville Regional Airport provides general aviation services.





black citizens participating in the political process with mixed success until the Virginia Constitution of 1902 disenfranchised them.

In the 20th century Pittsylvania County experienced the ups and downs of an economy focused on tobacco and textiles, enduring world wars and the Great Depression, while wrestling with the effects of centuries of injustice. In the past decade Pittsylvania County has focused on rebounding and reinventing the local economy through strong – and often regional – economic development efforts. Existing companies from around the world have set up branches in Pittsylvania County and there is an active effort to attract additional business to industrial parks in the County. Today Pittsylvania County is a vibrant, increasingly prosperous community, with an expanding and diversified economy. With an undying affection for its heritage and history, the people of Pittsylvania County look optimistically toward the future.

## HISTORY

The largest county in the Commonwealth of Virginia, Pittsylvania County was established in 1767 and named in honor of British Prime Minister William Pitt, the 1st Earl of Chatham, in recognition of his support of the American colonies during the Stamp Act crisis. Formed from the western lands of Halifax County, Pittsylvania County took its current size of 969 square miles in 1777 when the land that would become Henry and Patrick counties was separated from it.

English, Irish, Welsh, Scotch, German, Scots Irish, and enslaved Africans, nearly all of them farmers, settled the area, primarily growing tobacco as their cash crop. Although the area had been inhabited for centuries by Native Americans, by the time the Europeans arrived there were few remaining. Pittsylvania County contributed soldiers and supplies during the American Revolution, and the now-vanished town of Peytonsburg was one of the nine official Virginia supply depots during the War.

In the decades following American independence, Pittsylvania County's tobacco production boomed. By 1840, Pittsylvania County was producing more than six billion pounds of tobacco annually – the most of all Virginia localities. Tobacco has remained an agricultural mainstay of the county and Pittsylvania-grown tobacco is still regarded as among the best in the world.

Although a substantial majority of the residents of Pittsylvania County opposed secession, the bombardment of Fort Sumter and President Lincoln's mobilization of state militias, changed attitudes and County residents contributed, greatly and tragically, to the Confederate war effort. Of the over 3,300 Pittsylvania men and boys who served in the Confederate army, about 75% were either killed, wounded, imprisoned, or suffered a life-threatening illness. At the time of the Civil War, nearly half of the county's population was black, the great majority of whom were slaves. The period of reconstruction that followed the war was characterized by poverty and racial tension, with

## ECONOMIC DEVELOPMENT

Pittsylvania County's economy is evolving from one based primarily on agriculture and forestry to one that is increasingly diversified with manufacturing and production. Health care, social assistance, and retail trade are also growing sectors. The Virginia Department of Corrections operates the Green Rock Correctional Center south of Chatham, providing important employment opportunities in law enforcement and administration.

With its rural setting and large land area Pittsylvania County has a strong tradition of farm and forest production. From small, family-owned tobacco and livestock operations, and dairy farms like Mountain View Dairy, the largest in the state, to innovative companies like Aerofarms, an innovative, indoor vertical farming company, agriculture remains a crucial element of the



Pittsylvania County economy. The County ranks within the top ten in Virginia for total farm sales receipts. It is in the top five for flue-cured tobacco, total cropland, other hay, beef cows, and milk cows, and the overall economic impact of forestry in Pittsylvania County is the sixth highest in Virginia.

The Pittsylvania County Economic Development Department was established in 2015 to focus on business retention, expansion, and attraction. The Pittsylvania County Industrial Development Authority (IDA), a seven-member board appointed by the Board of Supervisors, works with staff to promote industry and develop trade in the County. Since 2015, there have been twenty-one economic development announcements promising 2,442 new jobs and \$911.4 million in investment in the County. The County's strengths in economic development include good working relationships with other regional localities and collaborating organizations, excellent workforce training programs, and good sites for new development.

With its seven industrial parks, Pittsylvania County plays host to a diverse selection of industries, ranging from advanced manufacturing to plastics and agriculture. The parks have full infrastructure, utilities, roads, rail, and broadband, and most of the development sites are in a Virginia Enterprise Zone with access to local and state incentives. The Danville-Pittsylvania Regional Industrial Facility Authority (RIFA) manages two major industrial parks, a 300-acre technology park, the Cyber Park, at the intersection of U.S. 58 and U.S. 29, and the 900-acre Cane Creek Center, on U.S. 58 with rail service by Norfolk Southern. The County is also a member, with Danville and the Town of Hurt, of the Staunton River RIFA, which has a cost and revenue sharing agreement for the development of the 800-acre Southern Virginia Multimodal Park in Hurt.

Pittsylvania County is also a partner in one of the most significant economic development projects in the Commonwealth of Virginia and North Carolina, the Southern Virginia Mega Site.

Pittsylvania County is in a regional economic development alliance with the City of Danville (see <https://www.discoverdanville.com/>). Other economic development partners include the Danville/Pittsylvania Chamber of Commerce, The Institute for Advanced Learning and Research (IALR), The Southern Virginia Regional Alliance, and the Danville Regional Foundation.

## Southern Virginia Mega Site

The Southern Virginia Mega Site at Berry Hill, on U.S. Route 311, west of Danville, is a unique collaboration amongst multiple jurisdictions in two states. The 3,528-acre publicly owned mega site is suitable for original equipment manufacturing (OEM) operations and other large advanced industrial tenants. Over \$200 million has been invested in infrastructure and there is a 200-acre graded site that is expandable to 800 acres. The largest possible contiguous parcel is over 2,000 acres. The Southern Virginia Mega Site is one of the largest industrial parks on the East Coast and is a Quest Site Solutions Certified Mega Site/Super Park.



## Institute for Advanced Learning and Research

Founded in 2002, the Institute for Advanced Learning and Research (IALR), is a political subdivision of the Commonwealth of Virginia and a partnership between area educational, governmental, and private leadership institutions that serves as a regional catalyst for economic transformation.

Its campus, located in the Cyber Park, includes four buildings housing divisions in applied research, advanced learning, manufacturing advancement, and economic development, with state-of-the-art conference facilities.

A fifth building, the Center for Manufacturing Advancement, will open in 2022. The IALR offers some of the nation's finest research facilities with activities including research in polymer chemistry, controlled environment and precision agriculture, plant endophytes, and hemp production. Workforce development and training programs in advanced manufacturing support industry needs. Other educational programs support PreK-12 STEM, college curriculums, and credentialing. The IALR's economic development team partners with the Southern Virginia Regional Alliance as a regional data repository and in marketing and promotion. The Conference Center hosts new business prospects as well as industry and organization meetings.

For more information, see:

<https://www.ialr.org/>.



## ATTRACTIONS

Whether learning about history, boating, fishing, hunting, hiking, or attending events, there is always something to do in Pittsylvania County. The County and the City of Danville work together to promote area attractions to residents and visitors alike. For more information see, <https://www.experiencedpc.com/>.

Smith Mountain and Leesville Lakes provide a large variety of water-related activities like swimming, wind surfing, water-skiing, boating, fishing, and sailing. The Virginia Department of Wildlife Resources (DWR) manages the White Oak Wildlife Management Area, a 2,748-acre plateau of forests, meadows, and ponds adjacent to the Banister River and offering opportunities for hunting, fishing, birding, hiking, and camping. DWR also manages Lake Burton, a 76-acre impoundment, for fisheries related activities. County owned parks and trails provide additional opportunities for outdoor recreation.

History lovers have plenty of museums to visit in Pittsylvania County. The Tobacco Museum, located at the Olde Dominion Agricultural Complex, and the Pittsylvania County History Center provide unique views into the story of Pittsylvania County. The Simpson Funeral Museum and the AAF Tank Museum attract a national audience that comes to learn how those industries have evolved over more than one hundred years. The Danville Museum of Fine Arts and History, an affiliate of the Virginia Museum of Fine Arts, also known as the "Last Capital of the Confederacy," is a popular attraction.

The Olde Dominion Agricultural Complex, owned and operated by the Olde Dominion Agriculture Foundation, a non-profit created in 2008, supports regional agriculture while offering a community-based facility to educate and entertain. It is a multi-purpose facility with an 8,000 square foot conference center and a 53,000 square foot indoor arena, stables, barns, and outdoor gathering areas. Throughout the year the complex has many events including rodeos, livestock shows, motorsports, and tractor pulls. The annual Olde Dominion Blue Grass Festival is held in November. The Pittsylvania County Farmers Market operates on site in season. The complex also houses offices of regional, state, and federal agriculture, health, and soil conservation agencies and supports agritourism in partnership with area farmers.

Pittsylvania County and Danville have a growing arts scene. The Danvillian Gallery offers local artist's exhibits that change continuously. The North Theatre, Arts at Averett, Danville Little Theatre, and Gretna Little Theatre provide entertainment throughout the year. The Danville Concert Association and Danville

Symphony Orchestra also delight the stage with periodic performances. Downtown buildings also feature numerous murals celebrating the community.

A major new attraction will open in late 2023 on a former mill site in Danville. Caesars Entertainment is constructing a casino with a 500-room hotel, restaurant, and entertainment venue. The \$500 million investment will bring visitors and new employees to the region.

## HEALTHCARE

Sovah Health-Danville is a 250-bed academic community hospital with the region's only designated Chest Pain Center & Certified Advanced Primary Stroke Center. The hospital has comprehensive surgical services, 24-hour emergency services, a home health & hospice agency, an advanced wound healing center, cardiac rehabilitation center, two cardiac catheterization labs, a one-day surgery center, and medical & radiation oncology services. It is accredited by American College of Cardiology (ACC) Accreditation Services for Chest Pain Center and Heart Failure, by the American College of Surgeons' Commission on Cancer and is a member of the Duke Heart Network and Duke Telestroke Network.

Centra Health, a regional nonprofit healthcare system based in Lynchburg, operates the Centra Gretna Medical Center. The facility provides emergency care, hospitalists, mammography and neurology services, and wellness programs.

The Pittsylvania/Danville Health District, a component of the Virginia Department of Health, provides public health services.

## EDUCATION

Pittsylvania County is proud of its award-winning public schools. Governed by an elected School Board, Pittsylvania County Schools (PCS) serves approximately 8,000 students with ten elementary schools, four middle schools, and four high schools. All schools were accredited by the Virginia Department of Education prior to waiver of annual accreditation with the onset of the pandemic. Test scores are consistently above State averages and several PCS schools have received State awards and designation as National Blue Ribbon Schools.

The Pittsylvania County Career & Technical Center provides competency-based career and technical education programs that integrate academic outcomes, career guidance and job-seeking skills for all secondary students. It offers courses in the fields

of automotive technology, automation and robotics, business, cosmetology, criminal justice, culinary arts, horticulture science, nursing, precision machining, and welding. PCS also operates a STEM Academy, an Adult Education Center, and a Regional Alternative School.

Two college preparatory boarding schools are in the County at Chatham. Chatham Hall is located on 362 acres outside of the town and serves young women in grades 9-12. In addition to academics and athletics, the Chatham Hall Riding Program offers outstanding equestrian training. Hargrave Military Academy provides a disciplined and supportive boarding school experience for young men in grades 7-12 and post-graduate. The post-graduate program supports students applying for admission to the United States Military and Naval Academies, those seeking order and structure prior to attending a four-year university, and basketball players seeking a Division One or Two scholarship.

Danville Community College, a two-year institution of higher learning, offers associates and applied sciences degrees and career study certificates. Its Regional Center for Advanced Training and Technology (RCATT) provides workforce development training in factory



automation and robotics. Danville Community College also partners with the Institute for Advanced Learning and Research (IALR) in an integrated machining technology program in the Gene Haas Center at IALR. IALR also hosts the Piedmont Governor's School for Mathematics, Science, and Technology and the Academy for Engineering and Technology.

Averett University, a four-year, coeducational, residential college is also in Danville. Averett offers more than thirty undergraduate programs and five master's programs. Other public and private higher education institutions located within two hours of Pittsylvania County include Virginia Tech, the University of Virginia, Radford University, Ferrum College, Liberty University, the University of Lynchburg, Hampden-Sydney College, Wake Forest University, Duke University, and the University of North Carolina at Chapel Hill.

## DEMOGRAPHICS

Pittsylvania County has a population of 59,972 (2021 estimate), a decline of about five percent from the 2010 Census. The County's residents are 76.4% white, 21.2% Black or African American, 1.4% multiracial, 0.6%

Asian, and 3.0% Hispanic or Latino. The 2020 Median Household Income was \$49,520, with a median value of owner-occupied housing of \$125,200, and a poverty rate of 14.0%.

## COUNTY GOVERNMENT & SERVICES

Pittsylvania County provides a range of services to its citizens and businesses, including public safety, animal control, social services, community planning, building permits and inspections, emergency management, library services, parks and recreation facilities and programs, water and sewer service, and environmental programs. County roads are maintained by the Virginia Department of Transportation.

Pittsylvania County operates under the traditional, or County Administrator/Board of Supervisors, form of government (as defined under Virginia law). The County is governed by a seven-member Board of Supervisors who each represent a magisterial district and are elected to four-year terms, with elections staggered at two-year intervals. The next general election for the Board of Supervisors is scheduled for November 2023. Board members annually select a Chair and Vice-Chair to serve a one-year term. The Board is the legislative policy making body for the County government. It enacts ordinances, adopts the annual budget, appropriates funds, sets tax rates, establishes policies, and adopts plans for County growth and development.

Five constitutionally mandated officers, funded by state and local resources, are elected by and serve County residents. They are not accountable to the Board of Supervisors but work closely with the Board and County Administrator. The Pittsylvania County Sheriff provides law enforcement, court security, and civil process services and manages the County jail. The other constitutional officers are the Commonwealth's Attorney, Clerk of the Circuit Court, Commissioner of the Revenue, and Treasurer. The latter two provide property assessment and tax collection, and financial management services, respectively.

The Pittsylvania County Public Safety Department is responsible for coordinating emergency management and public safety services for County residents. The department oversees the County's 911 Dispatch Center, Animal Control, Emergency Management and Fire and Rescue Operations. The department is also responsible for the County's Public Safety radio system and maintains a citizen notification system. Emergency response services are provided by twenty volunteer fire and rescue agencies throughout the County. Those efforts are supplemented by three transport units and a quick response unit staffed by paid personnel who





serve as firefighters and EMS providers.

The Pittsylvania County Public Library operates a main branch in Chatham, three branch libraries and a bookmobile. Library patrons may access more than one million physical and digital books, audiobooks, magazines, newspapers, and videos at the library and through online digital services. In addition, the library offers business services, computers and wireless internet access, community meeting space, and events and programs for all age groups. Although the library system is a department of County government, it is governed by an unpaid, volunteer, ten-member Board of Trustees.

The Pittsylvania County Parks and Recreation Department maintains several parks, including a dog park, offers indoor and outdoor rental facilities, has athletic fields available for public use and conducts an active youth sports program. Each of the County's four middle schools hosts public parks with amenities such as picnic shelters, playgrounds, and athletic fields. The jewel of the park system is Wayside Park, in the Town of Hurt. Originally constructed by the Civilian Conservation Corps during the Great Depression, the fifty-acre park has been revitalized and includes an historic swinging bridge, an amphitheater and pavilion with picnic tables, an accessible playground, walking trails, pickleball courts, a zipline, and public restrooms.

The Pittsylvania County Department of Public Works operates twelve different water systems throughout the County and provides wastewater collection in parts of six of those areas. Approximately 4,000 customers are served by public facilities. For eight of the water systems, bulk water is purchased from the City of Danville, the Henry County Service Authority, and the towns of Chatham and Hurt. The other four water systems are served by wells. The County also has wastewater treatment agreements with Danville and Chatham.

The County is committed to expanding access to reliable, high-speed, and affordable broadband service for all its residents and businesses. It has partnered Pittsylvania County Schools and a private provider, RiverStreet Networks, to fund a fiber-to-the-home/business network through a variety of grants and revenue sharing agreements.

The Pittsylvania County Solid Waste Department oversees the collection and disposal of trash from County businesses and residents by managing twenty-one convenience centers, ten "green box" sites, a recycling program, and the Pittsylvania County Landfill. The County is phasing out "green box" sites with the construction of new convenience centers. The solid waste program is operated as an enterprise fund



and the 450-acre landfill has a long lifetime and the potential to provide an enhanced revenue stream for the fund.

Family and protective services, benefits programs, and other assistance are delivered through the Pittsylvania County Department of Social Services which is governed by an appointed board. The department administers federal, state, and local public financial assistance and social work service programs.

Pittsylvania County has approximately 400 FTE employees, including those of the constitutional officers, and a FY23 budget of approximately \$218.9 million, including \$76.4 million for General Government, a \$21.1 million transfer for School Operations, \$13.6 million for Social Services and Public Health, and \$10.8 million for Debt Service. The County follows adopted financial management policies and has manageable debt and a healthy fund balance. Credit ratings for Pittsylvania County's most recent GO Bonds, in 2016, were AA+ (Fitch) and Aa3 (Moody's).



## ISSUES, CHALLENGES, & OPPORTUNITIES

The current Pittsylvania County Comprehensive Plan was adopted in 2010 and includes community goals that were first articulated in 1991. Although the plan will be updated over the next eighteen months, the community goals remain relevant today.

- Goal #1 - To stimulate economic activity and encourage development that supports a healthy, stable, and diverse economy.
- Goal #2 - To anticipate and plan for population change and accommodate population change in an orderly and efficient manner.
- Goal #3 - To promote the preservation of the natural and cultural environment for present and future residents of the County.
- Goal #4 - To provide the public services and community facilities necessary to support development as economically and efficiently as possible.
- Goal #5 - To encourage aesthetic, health promoting residential communities, and provide choices in the housing market so that all County residents may find affordable, comfortable, safe, and sanitary housing.
- Goal #6 - To promote the efficient and financially sound operation of the County government and minimize the financial burden on the County taxpayers.

Within the context of those broad goals, the Board of Supervisors has identified the following specific priorities to address with the new County Administrator over the next three to five years. Each has its related issues, challenges, and opportunities.

- Economic development
- Capital projects
- Reducing County debt
- Countering population decline
- Employee recruitment and retention, especially in public safety

The County and its regional partners have made significant investment in providing the sites, programs, educational support, and incentives to promote economic development with the goals of reversing population decline, providing greater employment opportunities, and strengthening the local tax base. These efforts have been successful over the last five years and, with the development of the casino in Danville and the anticipated success of the mega site, offer the promise of new growth. On the other hand, rapid growth can put additional stress on roads, infrastructure, housing, schools, and public services. To prepare for the challenges and opportunities of economic development success public and private leaders, supported by the Danville Regional Foundation, have formed a civic think tank, the Partnership for Regional Prosperity. The new partnership will engage community stakeholders and collect ideas and feedback on addressing the change coming to the region. The County Administrator will be an active participant in that discussion.

Concurrent with the work of the Partnership for Regional Prosperity, the County will be engaged in reviewing and revising its comprehensive plan and zoning ordinance. These important growth management tools can help to guide new development to appropriate areas and plan necessary or desirable capital improvements. The large size of Pittsylvania County, with its low density of population through most of the county, presents special challenges. Public facilities such as schools, fire stations and rescue squads, and waste management sites must be widely dispersed to minimize driving distances and provide equitable service access across the County. The tradeoff is that the duplication may result in higher operating costs and less efficient service delivery than might be provided by larger facilities.

Approximately \$40-50 million in school capital needs has been identified. A proposed additional one percent local sales tax was defeated by referendum in 2021, by fourteen votes. The question will be reconsidered in 2022. If successful, the additional revenues will support the debt service necessary to fund the school improvements. Without the additional revenue, the County will be challenged to take on additional debt for schools or any other capital need. Other future capital projects include replacement of the County jail and a new government center for the judiciary, constitutional officers, and administration.

In addition to the one percent sales tax, the County is diligent in exploring new revenue sources to reduce the burden of property taxes on residents and businesses. Recently approved utility-scale solar projects are expected to bring in new revenues that can be used for capital projects and a major tenant on the mega site will enhance the tax base by significantly increasing the value of corporate utility infrastructure. Another revenue enhancement that is being explored is the potential for the landfill to receive solid waste from outside of the County and reduce fees for residents and businesses.

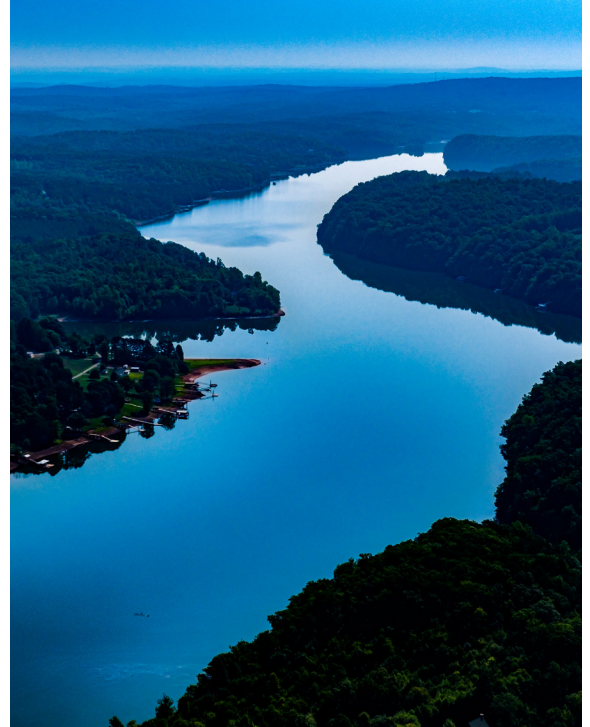
Challenges with the recruitment and retention of public sector employees are not unique to Pittsylvania County and maintaining a qualified, responsive, and effective workforce is important to the Board of Supervisors. Although it is concerned about all County staff, the Board is particularly attentive to turnover in the Sheriff's Department and the stress that fewer volunteers puts on the provision of emergency medical and fire services. The new County Administrator will work with the Board to refine County policies and programs addressing employee compensation, benefits, and professional development.



# Position Profile | County Administrator

## THE POSITION

The Board of Supervisors appoints a County Administrator to act as Chief Administrative Officer of the County. The County Administrator serves at the pleasure of the Board, carries out its policies, and directs 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 who reports directly to the Board. The County Administrator is responsible for developing and, upon adoption by the Board, implementing annual operating and capital budgets. He or she recommends policies and priorities for the Board's consideration and leads the County workforce in delivering services and responding to citizen issues or concerns. The County Administrator serves as a liaison between the Board of Supervisors, the Constitutional Officers, the Judiciary, regional, state, and local agencies and authorities, and community organizations. He or she also serves as the official Clerk to the Board, the Director of Emergency Services, and the Purchasing Agent, and is a member of local and regional committees, commissions, and authorities.



## PERSONAL TRAITS & 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 "people person," approachable, compassionate, empathetic, and fair with everyone.
- A good steward of public funds; fiscally conservative, with a focus on improving the efficiency of County operations.
- A sound decision maker, open to input from stakeholders, exhibiting sound judgment, and decisive when appropriate.
- A visionary, open to different ways of thinking and new approaches while respecting the culture of the organization and the community. Able to envision strategic needs of the County and present them, with proposed approaches, to the Board of Supervisors, County employees, community leaders, and the citizenry.
- Excellent communication and interpersonal skills including the ability to collaborate, listen effectively, and understand differing views; an effective public speaker.
- Strong participative 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.
- A consensus builder; able to diffuse tense situations and seek common ground when different perspectives create friction.
- A role model, coach, and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.

## **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.
- Five years of progressively responsible senior level executive management experience as a chief executive/administrator, deputy executive/administrator, or department head in a high performing, comparably sized or larger, community, 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, local government finance, public works, and economic development. An understanding of the statutory authority and requirements of county government. Local government experience in Virginia is desirable.
- Strong experience in Economic Development, with an understanding of the need to balance the costs and benefits of large development projects and possessing strong negotiating skills to ensure the best results for the community.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County 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 criteria listed above.

## **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. Given the timing of this recruitment, the development and presentation of the proposed Fiscal Year 2024 Budget will be an immediate responsibility.
- 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, Pittsylvania County Public Schools, non-profit agencies, the private sector, other local governments, and regional organizations.
- Be a leader in regional activities and a facilitator, building effective relationships and promoting collaborative efforts consistent with County priorities.
- Serve as an effective liaison with representatives and agencies of the State and Federal governments.
- Practice fair and equitable investment in and support of County employees and departments with a priority of enhancing competency and accountability through individual development and improved business processes. Avoid micromanagement; empower and entrust employees in fulfilling their responsibilities. Foster a team environment that welcomes staff feedback and participation.
- Become an active and visible resident of Pittsylvania County, building relationships with citizens, business owners, and other County and regional stakeholders.

## **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, 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 12, 2022, and those candidates considered to most closely match the qualifications contained in this profile will be contacted for initial 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](mailto:kimball.payne@bgllc.net). Questions may be directed to:

**Kimball Payne**

The Berkley Group

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Mobile: (434) 444-3662

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## **FOR ADDITIONAL INFORMATION**

For Additional Information Visit: <https://www.pittsylvaniacountyva.gov/home>.

The County of Pittsylvania is an Equal Opportunity Employer.

