



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

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

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

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

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

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



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

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

Applicants must submit a Westmoreland County application, as well as a cover letter and resume addressed to Westmoreland County, c/o County Administrator, P.O. Box 1000, Montross, Virginia 22520 or via email to [dwhaley@westmoreland-county.org](mailto:dwhaley@westmoreland-county.org). Deadline for submitting applications is June 21, 2024. Any questions regarding this position can be discussed with the current Interim County Administrator, Debra Whaley, by calling 804-493-0130. EOE.





# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name _____		Date _____	
FIRST	MIDDLE	LAST	
Address _____		CITY STATE ZIP CODE	
STREET			
Phone Number ( ) _____	Date available for work _____		
Email (optional) _____			
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If hired, verification will be required consistent with federal law.			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, you may be required to provide authorization to work.			
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)			
Driver's license number _____		State of issue _____ Expiration date: _____	

## POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed? <input type="checkbox"/> Yes <input type="checkbox"/> No    If yes, specify name. _____
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## PERSONAL REFERENCES

<b>List three personal references (other than those listed as a current/former supervisor) that we may contact:</b>	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>
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Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>

How did you learn about the position? Check all that apply:

- Westmoreland County's website     
  Recruiter     
  Word of mouth     
  Other  
 Careers website or job board (Monster, Indeed, CareerBuilder, etc.)     
  Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

- Yes  No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_