

COUNTY ADMINISTRATOR

PITTSYLVANIA COUNTY, VIRGINIA



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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. Pittsylvania County Treasurer, Vincent Shorter, is serving as Interim County Administrator.

This recruitment profile 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 Kaylyn McCluster via email at kaylyn.mccluster@pittgov.org. While the position is open until filled, all required documents must be received by August 15, 2024, to be considered. Inquiries relating to the County Administrator position maybe directed to:

Kaylyn McCluster
Clerk to the Board of Supervisors
Pittsylvania County
P.O. Box 426
Chatham, Virginia 24531
Email: kaylyn.mccluster@pittgov.org
Phone: (434) 432-1987

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 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.
- 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

To be considered, please submit a cover letter and resume, with salary expectations and professional references, to Kaylyn McCluster via email at kaylyn.mccluster@pittgov.org. Questions may be directed to:

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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.

