

Administrator Recruitment Profile



County of Fluvanna Historic Courthouse.

County of Fluvanna
132 Main Street
Post Office Box 540
Palmyra, Virginia 22963
www.fluvannacounty.org
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County Administrator Profile

Fluvanna County, Virginia (pop 24,900) is looking for a results oriented County Administrator. Minimum requirements include a bachelor's degree in public or business administration or a related field, a master's degree and ICMA certification is preferred. The candidate should have progressively responsible public administration experience with seven or more years of operations and management experience in local government. In addition, the candidate must have a high level of knowledge and experience in municipal finance and budgeting, economic development and strategic planning. We are looking for a candidate with an understanding of rural community issues and considerable knowledge of governance in the Commonwealth of Virginia and its impact on local issues. Experience with balancing growth issues and the resulting challenges is desired.

Professional Skills & Personal Traits

- ◆ Have complete personal and professional integrity
- ◆ Be solutions oriented
- ◆ A consensus builder
- ◆ Be able to make decisions and follow through on their implementation
- ◆ Be an articulate and effective communicator, both orally and in writing, as well as one who possesses good listening skills

(Continued)



Fluvanna County

Fluvanna County is centrally located in the heart of Virginia and is about 25 miles east of Charlottesville, 60 miles west of Richmond, 120 miles south of Washington, D.C. and within 45 miles of the famous Skyline Drive. Fluvanna County is bounded on the south by the James River, which separates it from Buckingham and Cumberland Counties. It is bounded on the west by Albemarle County, on the north by Louisa County and on the east by Goochland County.

The County is a community of approximately 282 square miles with an estimated population of 24,900. Palmyra is the county seat and Columbia is its one incorporated town. Fluvanna County has retained a sense of rural character, despite its rapid growth through the late 1990's and early 2000's. Sixty-three percent of Fluvanna's 12,822-person workforce is employed outside the county

The total FY2010 budget is \$67,357, 605 including \$38,373,155 that the County contributes to the school system. The County has 60 full-time employees organized in departments: County Administration, Building Inspections, CSA, Facilities, Finance, Human Resources, IT, Parks & Recreation, Planning and Public Works. In addition, the County has five elected Constitutional Officers: Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and the Treasurer. Fluvanna County's Fire and Rescue functions are 100% volunteer.

The County is governed by a six-member Board of Supervisors, elected for staggered four year terms, with the County Administrator serving as Chief Administrative Officer.

Fluvanna County Vision

Fluvanna's Vision is to be the most livable and sustainable community in the United States.

The Fluvanna County vision is based on the following key goals, which are used as guides for future development and land use policies of the county:

- ◆ To preserve natural resources.
- ◆ To preserve rural character.
- ◆ To manage growth by concentrating development in designated areas.
- ◆ To approve development that is fiscally self-sustaining and has a clear financial benefit to county taxpayers.
- ◆ To provide adequate infrastructure to support the needs of the county.
- ◆ To promote economic development.
- ◆ To provide excellent educational opportunities.
- ◆ To protect individual property rights.
- ◆ To provide excellent safety and security for citizens.
- ◆ To provide safe and adequate transportation infrastructure.

Opportunities and Challenges

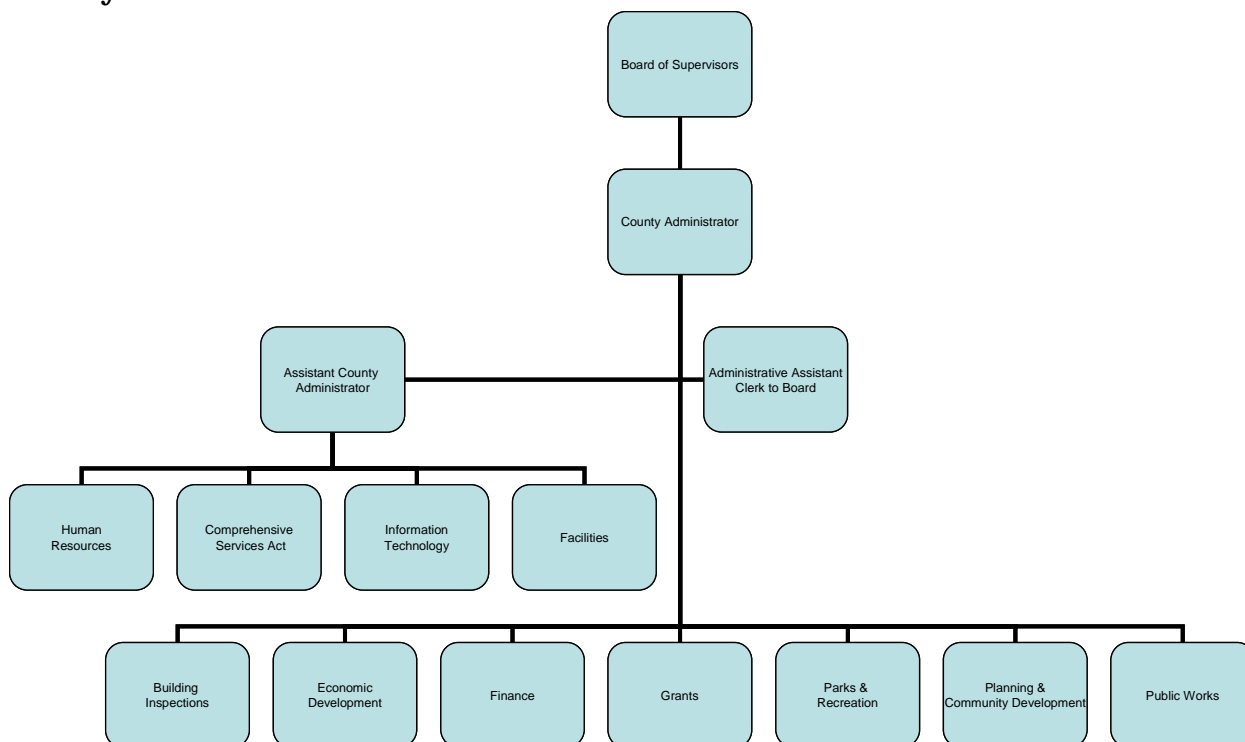
Fluvanna County is faced with the public’s strong concern over increased taxes and tax rates and decreasing federal and state revenue, especially the effect this is having on the schools. As a result, the county strives to provide cost-effective services and to responsibly manage its resources.

County priorities include, but are not limited to:

- ◆ To manage all available and alternative funding sources to provide government services.
- ◆ To creatively manage shrinking financial resources with the public’s demand for service delivery.
- ◆ To achieve maximum cost savings through efficiency and effectiveness in County operations.
- ◆ To protect and conserve the county’s historic and cultural resources.
- ◆ To strengthen and clarify the county’s commitment to economic development.
- ◆ To diversify and strengthen the county’s tax base.
- ◆ To protect rural areas.
- ◆ To accommodate anticipated growth while sustaining the county’s rural character and livability.
- ◆ To protect the county’s natural and historic resources and critical wildlife habitats by the effective utilization of green infrastructure in all development projects.
- ◆ To develop a comprehensive public water system to serve the county’s community planning areas.
- ◆ To facilitate the deployment of a comprehensive communications network that ensures the reliability of public safety, wireless, and broadband services.
- ◆ To evaluate private developments and public investments, such as capital improvement projects, within a fiscal framework as approved by the Board of Supervisors.



County Administration



Professional Skills & Personal Traits *(Continued)*

- ◆ Have particularly strong interpersonal skills with the ability to develop trusting and cooperative relationships between and among the County Board Members, Constitutional Officers, employees and citizens
- ◆ Be capable of attracting, developing, motivating, and retaining highly qualified professional staff and workforce, following a strong team management approach in service delivery and administration of County programs and activities
- ◆ Have the ability to develop a presence within the community. Be visible with community groups, the schools, and adjacent localities. Be personable and approachable.

Functions of the County Administrator Include:

- ◆ Oversees the day to day operations of the County including the direct supervision of department directors and administrative personnel.
- ◆ Reviews proposed departmental operating budgets and prepares and submits proposed County budget to the Board for approval; administers approved operating budget.
- ◆ Attends and participates in Board of Supervisors meetings and numerous other committee and board meetings and public hearings; advises and provides appropriate information.
- ◆ Reviews and prepares written reports and recommendations for Board of Supervisors.
- ◆ Coordinates and facilitates with elected constitutional officers, Superintendent of Schools and Director of Social Services.
- ◆ Supports the work functions of all committees, boards and task forces appointed by the Board of Supervisors.
- ◆ Makes recommendations on various County matters for consideration and possible action by the Board.
- ◆ Carries out all policies and instructions in a manner consistent with federal, state and local regulations.
- ◆ Executes and enforces all resolutions, state laws and orders under the jurisdiction of the Board.
- ◆ Oversees all County personnel functions.
- ◆ Represents the Board at meetings and conferences as directed.
- ◆ Makes public appearances; performs liaison activities to other local, state and federal agencies and organizations.
- ◆ Oversees the preparation and distribution of the Board of Supervisors meeting agendas.
- ◆ Serves as primary contact for state and federal agencies and County representatives in the General Assembly and Congress.
- ◆ Serves as Emergency Services Coordinator.
- ◆ **Must have advanced computer and technology skills**

Application & Selection Process

(Subject to Change)

March 2010

Advertising and recruitment begins

April 3, 2010

Application Deadline

April/May 2010

Application screening/interview process

May 24, 2010

Appointment

Send cover letter, resume and application to:

Barbara Wall-Magee
County of Fluvanna
Human Resources Manager
132 Main Street
Post Office Box 540
Palmyra, Virginia 22963

Inquiries: (434) 591-1910

Email: bwall-magee@co.fluvanna.va.us

Job application available on website:

www.fluvannacounty.org

COMPENSATION/BENEFITS/JOB REQUIREMENT:

Salary: \$95,000-\$130,000

Dependent on qualifications and experience; full benefits package.

Must establish and maintain permanent residency in Fluvanna County within six (6) months of employment.



Thank you for your employment interest with the County of Fluvanna, an EOE/AA employer.