

COUNTY ADMINISTRATOR

ROCKBRIDGE COUNTY, VA



Rockbridge 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 new Administrator will succeed the previous County Administrator who is retiring after 14 years in the position.

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, resume, and professional references, to Berkley Group via email at kimball.payne@bgllc.net. While the position is open until filled, the formal review of applicants will begin **September 4, 2026**. Inquiries relating to the County Administrator position may be directed to:

Kimball Payne, Executive Manager

Berkley Group, LLC

Email: kimball.payne@bgllc.net

Mobile: (434) 444-3662

COMMUNITY BACKGROUND

Rockbridge County has been described as a place where, "We don't have what everybody else has, but, we have what they want;" a community where "everybody knows everybody;" and, "if you break down on the side of the road, you won't wait anytime for help." It offers an unparalleled quality of life characterized by its rural character, beautiful natural setting, rich history, vibrant small cities and towns, renowned institutions of higher education, multiple recreational and cultural activities, stable economy, and excellent government services.



LOCATION AND TRANSPORTATION

Rockbridge County is located in the west-central portion of Virginia, at the southern end of the Shenandoah Valley between the Alleghany and Blue Ridge mountain ranges. It is at the center of a major regional transportation network, with direct access to air, rail, and highway systems. Interstates 81 (north-south) and 64 (east-west) intersect in the county between the cities of Lexington and Buena Vista. U.S. Routes 11 and 60, which preceded the interstates, also intersect just outside of Lexington. These highways connect the Rockbridge area with key market centers to the north, south, east, and west. The county lies approximately 45 miles north of Roanoke, 140 miles west of Richmond, and 190 miles southwest of Washington, D.C. Freight service is provided by two railroads, Norfolk & Western Railway (N&W) and CSX. Commercial air service is available in Roanoke, Lynchburg, and at the Shenandoah Valley Regional Airport in Augusta County, all within 60 miles.



HISTORY

Rockbridge County was established in 1778 from portions of Augusta County and Botetourt County. The county derives its name from the Natural Bridge, a 215-foot-high natural limestone arch that has long been regarded as one of the natural wonders of the world. Long before European settlement, Native American peoples, including the Monacan, hunted, traveled, and traded throughout the region, taking advantage of its fertile valleys, forests, and waterways. A well-worn Indian path, known as the Great Wagon Road, traversed the center of the valley; today it is known as the Valley Pike (U.S. Route 11).

In 1736, Benjamin Borden received a Crown Grant of 100,000 acres with the stipulation that he would settle a hundred families in the Rockbridge/Augusta area. European settlement advanced in the mid-18th century as Scotch-Irish, German, and English immigrants moved into the Shenandoah Valley in search of productive farmland. Small farming communities, mills, churches, and trading centers soon developed along the area's rivers and streams. Agriculture became the foundation of the local economy, with livestock, grain, and timber providing livelihoods for generations of residents. Iron ore was discovered and in the late 1700s, multiple foundries were erected, and the iron industry flourished for nearly a century. The town of Lexington, designated as the county seat in 1778, quickly became the political, commercial, and cultural center of the county.

Rockbridge County achieved national significance during the 19th century through its educational institutions. Washington and Lee University traces its origins to Liberty Hall Academy, founded in 1749, making it one of the oldest institutions of higher education in the United States. The establishment of the Virginia Military Institute (VMI) in 1839 further enhanced the county's reputation for higher education and military leadership. Together, these institutions have shaped the county's identity for nearly two centuries.

The American Civil War deeply affected Rockbridge County. Many local men served in Confederate military units, and the county became closely associated with Thomas J. "Stonewall" Jackson, who taught artillery tactics and natural philosophy at VMI before becoming one of the Confederacy's most celebrated commanders. Following the war, Robert E. Lee accepted the presidency of Washington College, where he worked to rebuild the institution and promote reconciliation through education. His leadership helped transform the college, which was later renamed Washington and Lee University in his honor.

A number of other great men emerged from the Rockbridge region in its early history: Cyrus McCormick, Sam Houston, "Bigfoot" Wallace, and James E. A. Gibbs, to name a few. The invention of the reaper by McCormick introduced mechanization to agriculture and revolutionized farming.

During the 20th century, Rockbridge County gradually diversified beyond agriculture while maintaining its rural character. Manufacturing, forestry, education, healthcare, and tourism became increasingly important to the local economy. The Natural Bridge, once owned by Thomas Jefferson and now a unit of the Virginia State Park system, continues to attract visitors from around the world, while Lexington's well-preserved historic district draws those interested in American history and architecture.

Today, Rockbridge County is known for its blend of natural beauty, historic preservation, and educational excellence. Surrounded by the Blue Ridge and Allegheny mountains, the county offers abundant outdoor recreation, including hiking, fishing, and canoeing, along the Maury and James rivers. The county's commitment to preserving its historic landmarks and scenic landscapes, and strong sense of community, have made Rockbridge County one of Virginia's most distinctive and historically significant regions.



ECONOMY

Rockbridge County's economy is diverse, with major activity in manufacturing, transportation and logistics, agriculture, forestry, tourism, outdoor recreation, hospitality, and retail trade. Manufacturing activity centers around natural resources, textiles, and various industrial, commercial, and residential goods. Over the past decade, the county's economy has remained generally stable.

The Rockbridge County Economic Development Authority (EDA), a political subdivision of the state whose members are appointed by the Board of Supervisors, has a mission to foster sustainable growth and prosperity while preserving the county's nature-connected character. In January 2026, the EDA adopted an updated Strategic Economic Development Plan that serves as a guiding framework for the county's economic growth, prosperity, and enhanced quality of life. The plan focuses on core strategies of business retention and expansion, marketing and promotion, infrastructure development, capacity building (housing and childcare), and workforce development. The EDA is currently leading an effort to conduct a feasibility study regarding a general aviation airport in the county for small, non-commercial aircraft.

The local Chamber of Commerce has served Lexington, Buena Vista, and Rockbridge County since 1923, supporting business growth through advocacy, networking, education, marketing, and partnerships.

Tourism is a major component of the regional economy, and the county partners with the cities of Buena Vista and Lexington to promote regional attractions and events. The Board of Supervisors has created four Tourism Zones to incentivize tourism-related development at Natural Bridge, in the Raphine area, and along U.S. Route 60 east of Lexington, and Route 11 north of Lexington.



QUALITY OF LIFE

The Rockbridge area's most visible characteristic is its natural environment that provides spectacular views and abundant outdoor recreational opportunities. The county's rich natural assets include the George Washington and Jefferson National Forests. Their 60,000 acres offer vast areas of unblemished natural beauty ideal for hiking, camping, hunting, and fishing. The iconic Blue Ridge Parkway and the Appalachian National Scenic Trail traverse mountain peaks and hollows along the county's eastern boundary. Many scenic side trails and recreation areas are located in the vicinity, including James River Face Wilderness Area, Devil's Marblyard, Thunder Ridge Wilderness Area, and Cave Mountain Lake Recreation Area. The James River and its major tributary, the Maury River, provide excellent opportunities for canoeing, kayaking, fishing, and bird watching. In the upper portion of the Maury River, the Goshen Pass Natural Area provides spectacular scenery, world-class whitewater, and recreational fishing as the river passes through a gorge in Little North Mountain. State Route 39 parallels the river with scenic overlooks and water access points. Above the pass, the Virginia Department of Wildlife Resources maintains the 33,000-acre Goshen and Little North Mountain Wildlife Management Area. Another, the Short Hills Wildlife Management Area, has over 4,200 acres spanning Rockbridge and Botetourt counties. Both wildlife management areas provide recreational opportunities for hunting, fishing, and hiking.

Natural Bridge State Park, comprising land once owned by Thomas Jefferson and surveyed by George Washington, was created in 2016. Its main attraction is the 215-foot tall limestone bridge over Cedar Creek. One of the natural wonders of the world and a National Historic Landmark, the bridge was created by erosion of the karst terrain characteristic of the area. The park is more than just the bridge, however; its 1,500 acres include lush forests, rolling meadows, and vistas of surrounding mountains and the James River valley. These are accessed by 10 miles of hiking trails, including Cedar Creek Trail, which leads from the park's visitor center under the bridge to Lace Falls with its 50-foot cascade. Attractions outside of the park include Virginia Safari Park, Dinosaur Kingdom II, and Natural Bridge Speedway.

Historic attractions, cultural activities, and community events complement Rockbridge County's natural beauty and rural character and enhance the

experiences of residents and visitors. The Virginia Department of Historic Resources has identified over 425 significant historic sites throughout the county; 52 have been given special designation as either state or national landmarks, including six designated historic districts. Popular sites include the Jacob Ruff House, the Cyrus McCormick Farm, the Stonewall Jackson House and Cemetery, Washington & Lee's University Chapel, and the George C. Marshall Museum located on the historic VMI post.

Various venues in the area host art and entertainment. There are regular performances by the Rockbridge Concert Theater Series, the Rockbridge Ballet, the Rockbridge Symphony, and the Rockbridge Area Youth Strings. Lime Kiln Theater, with its unique setting, and Washington & Lee's Lenfest Center for the Arts provide small scale and professional theater, dance, and music productions. In Raphine, Clark's Ole Time Music Center regularly hosts old-time mountain bluegrass music and dancing performances. Just north of Lexington, families enjoy Hull's Drive-in movie theater, a warm-weather favorite that prides itself in being the nation's first community-owned, non-profit drive-in theater. Additionally, the area has nine art galleries and artisan shops that offer classes and display local art. Popular community events include Rockbridge Beer and Wine Festival, Lee-Jackson Day, Harvest Festival, Maury River Fiddlers' Convention, 4th of July Hot Air Balloon Rally, and Mountain Day. VMI, Washington & Lee University, and Southern Virginia University often welcome local residents to lectures, conferences, concerts, and other public events.

HEALTHCARE

The Rockbridge area is served by Carilion Rockbridge Community Hospital (CRBH), a non-profit critical access facility licensed for 25 beds. The hospital's inpatient and outpatient services include infusions, wound care services, cardiology, a 12-bed emergency facility, home health, laboratory, nutritional services, occupational health, radiology/x-ray, respiratory care, surgical services, and therapy services. More advanced medical services are available in Roanoke, Fishersville, and at the University of Virginia Medical Center in Charlottesville. The county is also served by Rockbridge Area Health Center (RAHC), a nonprofit community health center that provides a wide range of health care services to area residents regardless of ability to pay. The mission of the health center is to promote and provide access to comprehensive, high quality and affordable health care to improve the health and well-being of the community. It provides primary medical care, preventive care, behavioral health, and dental services. The Lexington-Rockbridge Health Department, part of the Virginia Department of Health, offers health care, family planning, community health education, and immunizations/screenings for many common conditions.

VIRGINIA HORSE CENTER

The Virginia Horse Center, one of the crown jewels of the Commonwealth, is located on 560 acres in central Rockbridge County and is known throughout the country and internationally as an exceptional venue for more than 100 annual events including the county fair. The center attracts over 400,000 visitors annually and offers two campgrounds, a restaurant and catering services, banquet facilities, a gift shop and more. The center has been a catalyst for local economic development and has contributed to the Commonwealth's \$1.65 billion equine industry. The center employs approximately 30 employees during peak season and several contract employees throughout the year, and has an estimated annual payroll of approximately \$1.3 million. Rockbridge County makes an annual contribution toward the center's debt service and operating expenses from dedicated lodging tax revenues.



EDUCATION

Rockbridge County Public Schools (RCPS) serves the educational needs of county students. It also serves high school students from the City of Lexington. The RCPS division consists of three elementary schools (K-5), a middle school (6-8), and a high school (9-12). Together, they serve approximately 2,600 students in a safe, inclusive, equitable, and student-centered environment where a diverse community of learners grows intellectually, physically, and emotionally, and students are inspired to achieve their full potential. RCPS is governed by an elected school board that 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. In 2024, a \$14 million renovation of the Rockbridge Innovation Center was completed to provide students with a modern facility for the division's Career and Technical Education (CTE) program. The county also provides funding for a preschool program, for 3-year olds, at three elementary schools.

Within the Rockbridge County boundaries lie a unique set of higher education campuses offering various degrees. Washington and Lee University, a private liberal arts university, ranks as the ninth oldest institution of higher education in the nation and second oldest in the Commonwealth of Virginia (1749). The Virginia Military Institute is the first state-supported military college in the United States (1839) and is consistently ranked as one of the best public colleges in the nation. Southern Virginia University is a private, 4-year liberal arts university tracing its founding to 1867. Mountain Gateway Community College-Rockbridge Regional Center offers a diversity of day and night courses to support the pursuit of associate degrees, certification programs, and workforce training. More than a dozen additional two- and four-year institutions of higher education are located within 140 miles of Rockbridge County.



DEMOGRAPHICS

Rockbridge County encompasses approximately 607 square miles of land and had an estimated population of 22,663 as of July 1, 2025, reflecting no change since the 2020 Census. Residents of two towns, Goshen (pop. 338) and Glasgow (pop. 1052), are also residents of the county. Two independent cities, Buena Vista and Lexington, lie within the boundaries of the county. Their populations of 6,672 and 7,769, respectively, give the area a total population of just over 37,000. Although the population of Buena Vista has shown little change (0.6%) since the 2020 Census, Lexington has grown by over six percent (6.3%) since 2020.

The population of Rockbridge County is approximately 91% White, 3% Black or African American, 4% multiracial, and 0.6% American Indian. There is a small Asian population and approximately 2.7% of residents are Hispanic or Latino. The median household income in 2024 was approximately \$65,469 (\$57,883 in Buena Vista, and \$84,517 in Lexington), and the median value of owner-occupied housing units was about \$248,800 (\$156,200 in Buena Vista, and \$275,200 in Lexington). The poverty rate stands at 9.9% in the county (18.8% in Buena Vista, and 14.0% in Lexington).

REGIONAL SERVICE DELIVERY

The Rockbridge Regional Emergency Communications Center serves as the public safety answering point for E-911 and provides dispatch services, including computer-aided dispatch (CAD) and emergency medical dispatch (EMD), for the county and the cities of Buena Vista and Lexington.

The Rockbridge Regional Jail, with a 9-member board, serves Rockbridge County, the towns of Goshen and Glasgow, and the cities of Buena Vista and Lexington. It has a rated capacity of 56 inmates and currently operates at an average capacity of 210%.

The Rockbridge Area Recreation Organization (RARO) is funded by Rockbridge County and the cities of Lexington and Buena Vista. It sponsors year-round youth and adult sports, developmental clinics, and recreational activities at schools and other local athletic facilities. RARO is governed by a 9-member board of directors appointed by the three constituent localities.

Friends of Rockbridge Swimming manages the Rockbridge Aquatics Center, an indoor pool built with support from Rockbridge County and the City of Lexington. The Friends also manage the Lexington Municipal Pool adjacent to the aquatics center.

Rockbridge County and the City of Lexington are members of the Blue Ridge Resource Authority which owns and operates the Rockbridge Regional Landfill. The City of Buena Vista is a customer.

The Rockbridge Area Network Authority (RANA) is a partnership among the county, the two cities and Washington & Lee University to provide high-speed fiber broadband access to the community.

The Maury Service Authority (MSA) is a regional water and wastewater authority comprised of Rockbridge County and the cities of Buena Vista and Lexington. It is governed by a 5-member board of directors and provides wholesale services to the City of Lexington and the Rockbridge County Public Service Authority. The MSA owns and operates the MSA Water Treatment Plant and the MSA Lexington-Rockbridge Regional Water Quality Control Facility. The Water Treatment Plant withdraws water from the Maury River and has a finished water capacity of 4.0 million gallons per day (MGD). The Water Quality Control Facility has a capacity of 3.0 MGD and discharges treated effluent to the Maury River.

The Rockbridge Regional Library (RRL) is a system of public libraries serving Rockbridge County, Lexington, Buena Vista, and Bath County with five libraries, courier service, a bookmobile, other outreach services, and regular programs for all ages. The headquarters library in Lexington includes a literacy center which provides trained volunteer tutors, free of charge, to K-5 students in the Rockbridge area. Library branches are located in Glasgow, Goshen, Buena Vista, and Warm Springs. Other library resources in the area which are available to county residents are at Washington & Lee University and VMI.

Rockbridge-Buena Vista-Lexington Area Social Services is a regional agency under the general supervision of the Virginia Department of Social Services. A regional board provides governance, and the county serves as fiscal agent. The agency provides a wide range of state-mandated and locally supported programs, and works in partnership with other human service providers throughout the region to ensure residents have access to critical support and crisis response. In a cooperative effort, the County and the Cities of Lexington and Buena Vista are nearing completion of a new \$10 million DSS office complex in Buena Vista.





COUNTY GOVERNMENT AND SERVICES

County operates under the traditional County Administrator and Board of Supervisors form of government as established by Virginia law. The county 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 housing assistance. Many services are offered through collaborative arrangements with the cities of Buena Vista and Lexington. 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).

Rockbridge County is governed by a five-member Board of Supervisors, elected by magisterial districts to staggered four-year terms by the citizens of the county. This legislative body adopts local ordinances, approves the annual budget, makes land use decisions, and sets policy for county operations. In addition to the Board, the county government includes five constitutionally elected officers: 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 taxes and business licenses, while the Treasurer handles the collection of taxes and fees and manages the investment of local funds. The Commonwealth's Attorney, the Clerk of the Circuit Court, and the Sheriff also serve the City of Lexington.

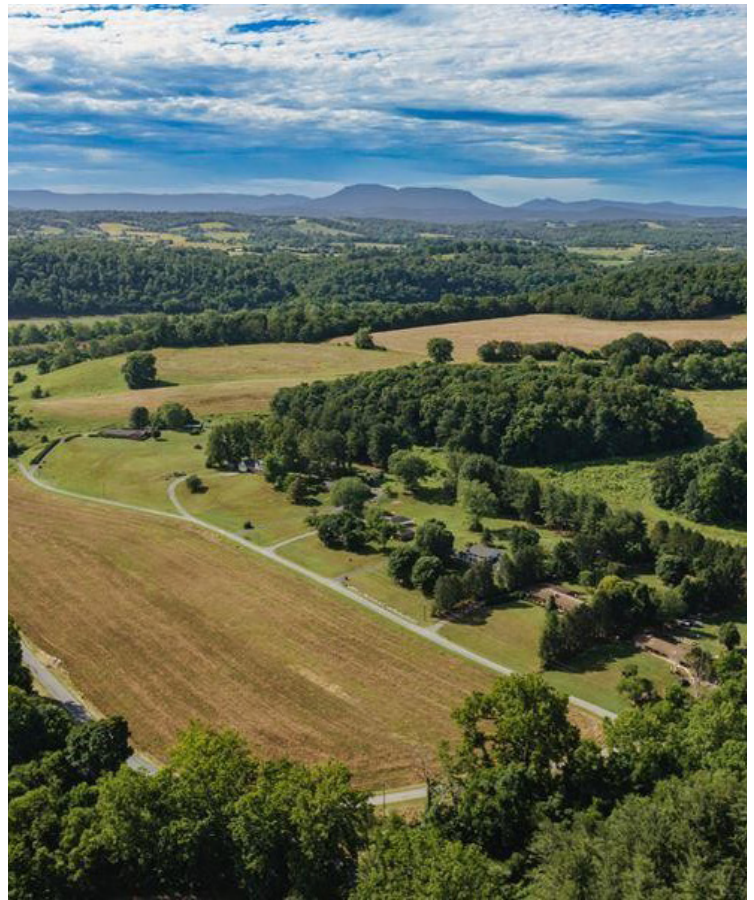
The Sheriff's Office provides law enforcement and crime prevention services across the county, including patrols, investigations, court security, and civil processes. It coordinates with police departments in the two cities, the Town of Glasgow, and at VMI, as well as with state law enforcement officers at Natural Bridge State Park and with Virginia State Police. Local volunteer fire and rescue departments and career Fire-Rescue staff in Lexington and the County deliver emergency medical response and transport services as well as fire protection when needed. Volunteer fire departments and rescue squads are augmented by paid staff. The county furnishes support to the volunteer agencies through cash contributions for operational and capital expenditures and annual inspection and/or certification of equipment.

The county has eight staffed collection centers for the disposal of solid waste and recyclables. There are plans to add one or two more collection sites with a goal of replacing the few remaining unstaffed "greenbox" sites. Waste is transferred to the Blue Ridge Resource Authority landfill that serves the entire area.

The Rockbridge County Public Service Authority was established to provide water and sewer services to county businesses and residents. It manages facilities north (along U.S. Route 11) and south (along State Route 251) of Lexington and east (along U.S. Route 60) of Lexington to Buena Vista. It also provides water service to the area around Natural Bridge Station.

The county's Parks & Recreation Department manages two facilities that serve the region. The Blue Ridge Recreation Area, in Fairfield, has a 25-meter pool with a 12-foot diving well, and a wading/kiddies' pool. Lake A. Willis Robertson, located 14 miles west of Lexington, is a 31-acre impoundment sitting within a 581-acre tract managed by the Virginia Department of Wildlife Resources. The county leases 75 acres to operate a recreation park with a swimming pool, tennis court, softball field, and playground. Additional activities include picnicking, boating, fishing, hiking, and camping.

The county government is staffed by a dedicated team of about 75 full-time, 24 permanent part-time and 30 seasonal public employees, who support the county's delivery of high-quality, fiscally responsible services. In addition, the county supports five constitutional offices and their staff, and numerous regional agencies such as libraries, courts, the regional jail, and emergency communications. The total number of employees enrolled in the county's self-funded health insurance program is around 225. The Fiscal Year 2027 Budget totals approximately \$129 million, which includes \$68.2 million in the General Fund, \$45 million for Schools, \$6.6 million for Debt Service, \$3.5 million for the Blue Ridge Resource Authority, and \$5.5 million for the Rockbridge County Public Service Authority. The county has adopted financial management policies and has a strong fund balance.



THE POSITION

The Board of Supervisors appoints a County Administrator to act as the administrative head of the county. The County Administrator serves at the pleasure of the Board of Supervisors, 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 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 official Clerk to the Board, as the county's Purchasing Agent and as the Director of Emergency Management. He or she also serves as a member of local and regional committees, commissions, or authorities, and as a liaison between the Board of Supervisors and constitutional officers; the judiciary; regional, state, and local agencies; and community organizations.



PRIORITIES FOR THE NEW ADMINISTRATOR

The Board of Supervisors continues to adhere to the vision, mission, and values statements originally adopted in 2013.

We, the members of the Rockbridge County Board of Supervisors,

Envision a community defined by first class educational programs for youth and adults, enhanced through widespread and quality access to broadband connectivity; where our citizens enjoy a healthy, safe environment, and where rural character, scenic beauty and agricultural roots are respected, protected and balanced with sensible and managed growth to include high technology development and promotion of local agriculture and outdoor recreation as part of the economic base; and where the levels of services provided meet or exceed the expectations of our residents at every level; and where our youth and succeeding generations can grow, play and economically thrive.

Have a mission to provide leadership, responsibly allocate resources, and establish policies which will promote safety, protection of our rural environment, education, and managed growth in a manner which is at all times open, honest, and respectful.

In every interaction and decision will adhere to the tenets of:

Integrity, as the foundation for all that we do,

Openness, in the conduct of all public business,

Mutual Respect, for the citizens we serve, the staff we employ, and for each other,

Innovation and Adaptability, as we encounter challenges or opportunities, whether they be large or small,

Humility, as we exercise leadership,

Accountability, at all times and for every action or outcome, and

Loyalty, in word and deed to each other and our community.

Within the context of those statements, the Board of Supervisors has identified the following priorities that the new County Administrator can anticipate addressing in the first few years.

- Continued partnership and collaboration in a variety of regional initiatives including:
 - ◇ an examination of the future of the regional jail
 - ◇ the development of a regional recreation facility
 - ◇ improvements to Maury Service Authority facilities
- Maintain and strengthen relationships with the volunteer fire and rescue organizations; consider the findings and recommendations of a third party fire and rescue study due in the Fall and work together to determine priorities and an implementation plan.
- Work with stakeholders to enhance economic development activities, including tourism, with a goal of increasing revenue generation.
- Update the county's zoning ordinance to promote economic development, housing, and other goals of the comprehensive plan.
- Develop a financing plan for renovations to Rockbridge County High School.
- Continue the roll-out of a new financial management system, with related components.
- Manage three grants supporting the extension of broadband by local fiber providers throughout the county.
- Complete the planned development of solid waste collection and recycling sites.
- Consider the findings of an assessment of the County Administration Building and develop a plan of action.
- Engage in strategic planning in support of the county mission and the Board's vision for making Rockbridge County a better place to live, work, play, and visit.

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, local government financial management, economic development, and the broad array of local government operations and service delivery.
- 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/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 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 with a unity of purpose.
- 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

- 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.
- Spend time, outside of the office, in the organization and the community, learning their history and culture, and building relationships.
- Be responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- Demonstrate a commitment to open and transparent government; promote a positive and interactive relationship with citizens and stakeholders; encourage citizen engagement and inclusion.
- Conduct effective communications with all stakeholders; present information in a form understandable to various audiences; maintain strong, consistent, and equal communications with the Board of Supervisors.
- Respond to evolving issues, either raised by the Board or from personal observation; propose solutions for Board action, including alternative approaches, recommended actions, and anticipated results or consequences.
- Focus on promoting communication, cooperation, and collaboration with community stakeholders, constitutional officers, Rockbridge County Public Schools, the cities of Lexington and Buena Vista and the towns of Glasgow and Goshen, non-profit agencies, the private sector, other local governments, and regional organizations; be a good representative and ambassador for the county.
- 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.
- While delegating responsibility when appropriate, demonstrate the ability and willingness to become "hands on, boots on the ground" when necessary to get the job done.
- 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 \$180,000-220,000. 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 provided for all county employees or identified in a negotiated employment agreement.

APPLICATION PROCESS

A formal review of applications will begin on September 4, 2026, and those candidates whose qualifications and experience most closely match the those outlined 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, resume, and professional references, to Berkley Group, via email at kimball.payne@bgllc.net. Questions may be directed to:

Kimball Payne, Executive Manager

Berkley Group, LLC

P.O. Box 181

Bridgewater, Virginia 22812

Email: kimball.payne@bgllc.net

Mobile: 434-444-3662



For Additional Information, please visit: <https://www.co.rockbridge.va.us/>

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