



## **County Administrator Recruitment (Readvertisement)**

### **Charles City County, Virginia**

Charles City County, VA is seeking a dynamic and proven local government leader to serve as its next County Administrator, the chief administrative officer responsible for directing programs and operations of the County government.

#### **About Charles City County**

Established in 1634 as one of Virginia's original eight shires, Charles City County boasts a rich history spanning over four centuries. Strategically located between Richmond and Williamsburg, the County offers residents access to urban amenities while maintaining a tranquil, rural lifestyle. Nestled between the James and Chickahominy Rivers, the county is renowned for its natural amenities and historical landmarks, including the birthplace of two U.S. Presidents, William Henry Harrison and John Tyler. Today, with a population of approximately 6,900 residents, Charles City County offers a serene, rural environment steeped in historical significance.

#### **Form of Government**

Charles City County operates under the Board of Supervisors-County Administrator form of government. The Board of Supervisors comprises three members, each elected to represent one of the county's three districts, serving staggered four-year terms. The Board adopts County ordinances, establishes policies, adopts the annual budget, and oversees County growth and development. The County Administrator, appointed by and serving at the pleasure of the Board, serves as the chief administrative officer, overseeing daily operations and implementing Board policies.

#### **Constitutional Officers**

In addition to the Board of Supervisors, Charles City County's government includes five Constitutional Officers elected to serve the county; the Sheriff, Treasurer, Commissioner of the Revenue, Commonwealth's Attorney, and Clerk of the Circuit Court. Each officer has distinct responsibilities defined by the Virginia Constitution and state law, contributing to the County's governance and administration.

## **County Departments and Workforce**

The County's organizational structure includes various departments dedicated to serving the community. These departments include Public Works (including utilities), Parks & Recreation, Fire & EMS, Social Services, and Community Development. Charles City County emphasizes a collaborative approach to governance, with department leaders working together to address community needs. For Fiscal Year 2025, there are 72 County employees and a budget of approximately \$21 million.

## **Challenges and Opportunities**

Over the long run, the County faces the challenge of balancing growth while preserving its rich historical and rural character. Opportunities exist to enhance economic development, improve infrastructure, and attract and retain skilled personnel to serve the community effectively. The County Administrator will play a pivotal role in addressing these challenges and leveraging opportunities to promote sustainable development and community well-being.

In the short term, there is an immediate need to address an inexperienced workforce, financial challenges, controversial development projects, and distrust from County residents. Staff turnover and short tenures of elected officials presents a good opportunity for an experienced manager to foster a culture of sound fiscal management, excellent service delivery, staff development, and proactive, transparent citizen engagement.

## **Position Responsibilities**

The County Administrator will be responsible for strategic leadership and the day-to-day operations of the County, including:

- Implementing policies set forth by the Board of Supervisors
- Developing and managing the County's annual budget
- Leading the County workforce
- Fostering economic development initiatives
- Ensuring effective delivery of public services
- Overseeing the completion of ongoing County projects
- Representing the County in regional and state matters

## **Qualifications**

The successful candidate should possess a high level of professional and personal integrity, vision, and strategic thinking. They should have an open and positive approach to communication and transparency, as well as the following qualifications:

- A bachelor's degree in public administration, business administration, or a related field (master's degree preferred)
- A minimum of five (5) years of significant experience in local government management
- A proven track record of strong fiscal management and economic development experience

- A demonstrated commitment to ongoing professional development. ICMA-CM credential is desirable.
- Residency within a 50-mile radius of the County

## **Compensation and Benefits**

Compensation will be dependent on qualifications and experience. The anticipated hiring range is \$150,000-\$185,000. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits as identified in a negotiated employment agreement.

## **Application Process**

This position was previously advertised by the County. Subsequently, the Berkley Group was engaged to facilitate completion of the recruitment. Individuals who responded to the first solicitation do not need to apply again. The Berkley Group has been provided with and is currently reviewing those applications.

Newly interested individuals should submit a cover letter, resume, and professional references by April 11, 2025, for first consideration. Although the position is open until filled, initial interviews with selected candidates will commence the week of April 14<sup>th</sup>.

### **Send application materials to:**

**Kimball Payne, Executive Manager**  
**Berkley Group, LLC**

✉ **Email:** [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net)

☎ **Phone:** (434) 444-3662

**Charles City County is an equal opportunity employer.**