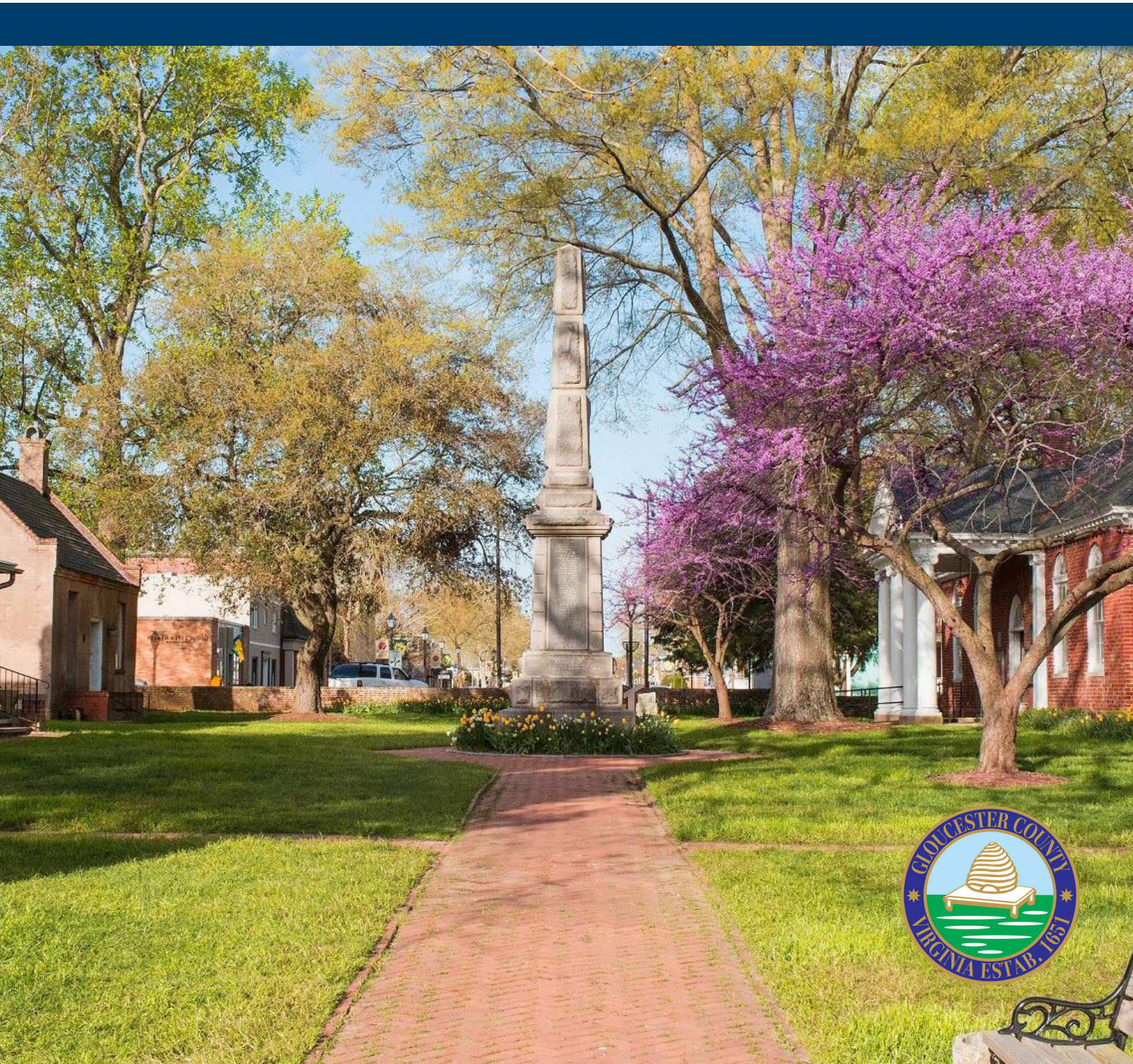


# COUNTY ADMINISTRATOR

GLOUCESTER COUNTY, VIRGINIA





## THE LAND OF THE LIFE WORTH LIVING

Gloucester 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. The new Administrator will succeed the previous manager whose employment was terminated by the Board in March 2026. A former Deputy County Administrator, now retired and a Berkley Group Executive Manager, has been serving as Interim County Administrator. He is not a candidate for 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.

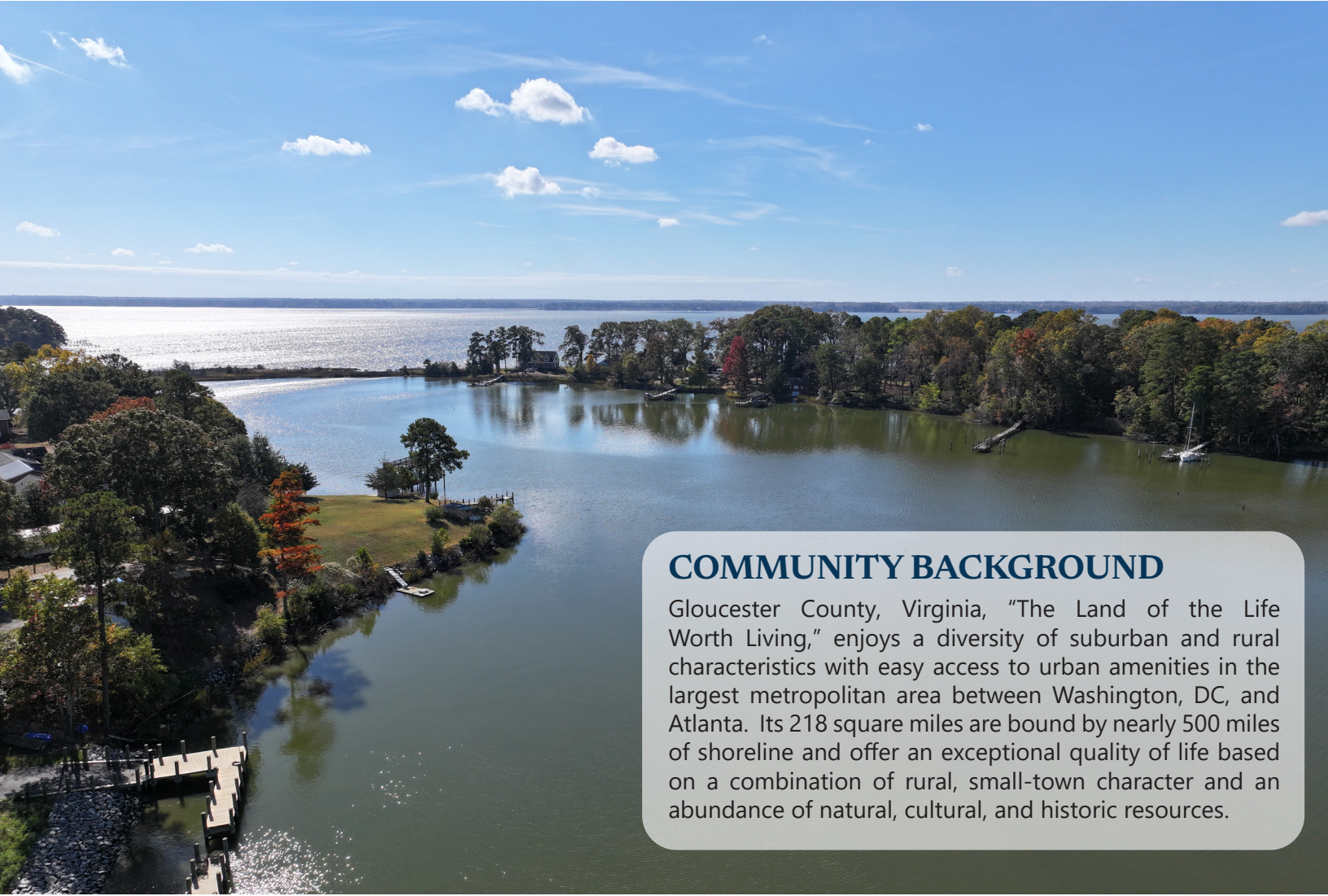
Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references, to Berkley Group via email at [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net). While the position is open until filled, the formal review of applicants will begin July 3, 2026. Inquiries relating to the County Administrator position may be directed to:

Kimball Payne, Executive Manager

Berkley Group, LLC

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

Mobile: (434) 444-3662



## COMMUNITY BACKGROUND

Gloucester County, Virginia, “The Land of the Life Worth Living,” enjoys a diversity of suburban and rural characteristics with easy access to urban amenities in the largest metropolitan area between Washington, DC, and Atlanta. Its 218 square miles are bound by nearly 500 miles of shoreline and offer an exceptional quality of life based on a combination of rural, small-town character and an abundance of natural, cultural, and historic resources.

## DEMOGRAPHICS

Gloucester County’s population of 40,154 (2024 estimate) grew by approximately 3.6% from 2020, representing a slight decrease in rate of growth from previous years. It is 87.4% white, 8.1% African American, 2.9% multiracial, 1.1% Asian, and 4.7% Hispanic or Latino. The 2024 Median Household Income was \$84,306, with a median value of owner-occupied housing of \$331,000, and a poverty rate of 7.5%.

## LOCATION

Gloucester County is in the southeastern portion of Virginia’s Middle Peninsula. The county is bound on the south by the York River, on the north by the Piankatank River and on the east by Mobjack Bay. It is a part of the Virginia Beach-Norfolk-Newport News Metropolitan Statistical Area (MSA). Interstate 64 is four miles south of the County boundary. Richmond, the state capital, is 59 miles west and Washington, D.C. is 153 miles north. The Port of Hampton Roads is 45 miles south. Three international airports, Newport News-Williamsburg, Norfolk, and Richmond, with service by twelve major airlines, are within seventy-five miles of the center of the County.



## HISTORY

The history of Gloucester County began soon after the settlement of Jamestown in 1607. Named for Henry Stuart, Duke of Gloucester, third son of Charles I, Gloucester County figured prominently in the history of the colony and the Commonwealth of Virginia. When English settlers arrived at Jamestown in 1607, the Virginia Indian stronghold of Chief Powhatan was located on the north side of the York River in Gloucester. It was here that Powhatan built his home, Werowocomoco. According to legend, his daughter, the Princess Pocahontas, saved the gallant Captain John Smith from a tragic death at the hands of the Indians, and thus entered the pages of Virginia's history.

Early land patents were granted in 1639, but it was not until after 1644 that Gloucester was considered safe for settlement. George Washington's great grandfather received a Gloucester County land patent in 1650. Gloucester County was formed from York County in 1651, and consisted of four parishes: Abingdon, Kingston, Petsworth, and Ware. Kingston Parish became Mathews County in 1791.

In the 1600's and 1700's, Gloucester was a tobacco producing area, and many old plantation homes and magnificent private estates remain today in perfect condition. In addition, there are fine examples of colonial architecture in the churches of Ware (1690) and Abingdon (1755), and some early buildings remain at the county seat on the Courthouse Green actively serving the public.

In the seventeenth century, the tip of land protruding into the York River across from Yorktown was named Tyndall's Point by Robert Tyndall, mapmaker for Captain John Smith. Later named Gloucester Point, fortifications were initially built in 1667, and were rebuilt many times from the colonial days through the Civil War. A major cavalry engagement known as "The Battle of the Hook" took place just north of Tyndall's Point. By denying reinforcements to British forces at Yorktown, it directly contributed to the allied victory. Tyndall's Point became known as the "Second Surrender" of General Charles Lord Cornwallis to General George Washington after the Battle of Yorktown.

Following English settlement, Gloucester became home to many colonial leaders. Several other points of interest include Warner Hall, which was George Washington's maternal grandmother's home and still serves as an active residence and B&B; Rosewell Ruins, where Thomas Jefferson spent many nights with his friend John Page; and Abingdon Episcopal Church where both Washington and Jefferson worshiped (often at the same service). Other notable "Gloucestonians" include John Buckner who in 1680 brought the colony its first printing press; John Clayton, world renowned botanist; Dr. Walter Reed, conqueror of yellow fever; Lawyer T. C. Walker, who though born in slavery, broke those chains and became a respected and successful businessman; and Dr. Robert R. Moton, second

president of the Tuskegee Institute and advisor to five U.S. presidents.

The history of the daffodil in Gloucester County, Virginia is almost as old as the county itself. Early settlers brought these soft reminders of English springs as they established themselves in the area. The soil and weather conditions were ideal for daffodils. The bulbs were passed from neighbor to neighbor and spread from the orderly beds and burying grounds of the great houses to the fields. Some, such as the hardy Trumpet Major variety, seemed to thrive on neglect. By the beginning of the 20th century daffodils grew wild in the untended fields of Gloucester County. It is from this abundance of natural beauty that grew the extensive daffodil industry which earned the county the title "Daffodil Capital of America" in the 1930's and '40's. This heritage is celebrated in the annual Daffodil Festival held in April.



*More than 400 years before English settlers established Jamestown, Werowocomoco had been an important Powhatan Indian town. Located on the north shore of the York River in what is now Gloucester County, Werowocomoco, translated from the Virginia Algonquian language, means "place of leadership". Werowocomoco was confirmed as an archeological site in 2002 and in 2005 and 2006 it was added to the Virginia Landmarks Register and the National Register of Historic Places. In 2012 the owners placed an easement on approximately 58 acres of the property through the Virginia Department of Historic Resources, providing permanent protection for the land and its archeological resources. In 2016 the site was sold to the National Park Service which is working to steward the land and its resources in cooperation and consultation with Virginia Indian tribes.*

## ECONOMY

Gloucester County's industries have traditionally been associated with the abundant natural resources found in the area. With its advantageous location in the geographic center of the Eastern Seaboard, the county is experiencing an increased diversification in manufacturing activities. The County strives to be a community "open for business" with a welcoming and positive business-friendly attitude. The Gloucester County Economic Development Authority (EDA), a political subdivision of the State, promotes industry and trade by inducing manufacturing, industrial, and commercial enterprises to locate or remain in the County. It is governed by a seven-member board appointed by the Board of Supervisors. The EDA owns and manages The Gloucester Business Park, a 70-acre property that is the home to Canon Virginia, Inc., one of the region's major employers. A significant area of the County along the York River has been designated as one of Virginia's Qualified Opportunity Zones, offering benefits for community investment by the private sector.

Retail is currently the predominant business in the County and area residents enjoy a variety of shopping opportunities. Three shopping centers include national, regional, and local retail tenants, making Gloucester County the primary shopping destination for Middle Peninsula residents. A broad mix of 40 retail establishments can also be found in the historic village of Gloucester Courthouse. The village is designated as a Virginia Main Street community, the only one in the state not in a city or town. The Gloucester Main Street Association, a non-profit composed of business owners, residents, and property owners actively promotes the Historic Main District. The County's close proximity to Williamsburg, Newport News, Hampton, and Richmond enables residents to benefit from the numerous shopping malls and centers located in those localities.



## TOURISM AND RECREATION

Gloucester County is perfect for the outdoor enthusiast, history lover, or those who love local shopping and flavor. Defined by hundreds of miles of Chesapeake Bay and York River shoreline, the county offers many recreational opportunities on both land and water. Boating, sailing, fishing, kayaking, and competitive rowing are all actively pursued. Beaverdam Reservoir, and other County and state parks offer opportunities for picnicking, hiking, bike and horseback riding, fishing, boating, and nature watching. There are many public, private, and resort golf courses within a thirty-minute drive.

Open space abounds in national, state, and local parks and protected lands under the auspices of the Middle Peninsula Land Trust, the Virginia Outdoors Foundation, the Chesapeake Bay National Estuarine Research Reserve (CBNERR), and The Nature Conservancy. Located in the southern part of Gloucester County along the York River, Machicomoco State Park is approximately 10 miles downriver from Werowocomoco. An open-air interpretive pavilion provides information on the culture, landscape, and movement of Virginia Indians through displays and a walking path. Other amenities include a paved trail, a campground and floating docks. The surrounding land provides diverse wildlife habitats, from open fields to woodlands and waterfront/marsh areas supporting deer, turkey, and many species of songbirds and birds of prey.

Gloucester's historic richness can be found throughout the county from the Courthouse village to beautiful plantation homes. The Gloucester Museum of History, built in 1770, was once a tavern used by travelers doing business at Gloucester Courthouse. Today, the museum is home to over 3,000 objects, that tell the rich and intricate history of Gloucester County. During Garden Week, Gloucester's many splendid homes, from Warner Hall to Colraine, can be visited. Sitting on the bank of the York River are the magnificent ruins of historic Rosewell, one of the finest mansions built in the colonies. A more modest home built in 1825 and located near Belroi, is the birthplace of Dr. Walter Reed. The house has been restored by Preservation Virginia and is under the care of the Fairfield Foundation. Another prominent National Historic Register site is Holly Knoll at Cappahosic, an elegant manor overlooking the York River. Dr. Robert Russa Moton, one of the most influential African American leaders of the 1920's and '30's, made it his retirement home. Today the site houses The Gloucester Institute, dedicated to training and nurturing emerging leaders in the African American community. Gloucester County's proximity to Williamsburg, Jamestown, and Yorktown enables residents as well as visitors to savor the historic richness of the area. Cultural activities can be pursued throughout the region. The Chrysler Museum of Art in Norfolk and the Virginia Museum of Fine Arts in Richmond are easily accessible. Theater productions

are held at both museums. The Virginia Symphony and the Virginia Opera regularly perform in the region. Area colleges and universities sponsor concerts, plays, dance performances, and lecture series that are open to the public.

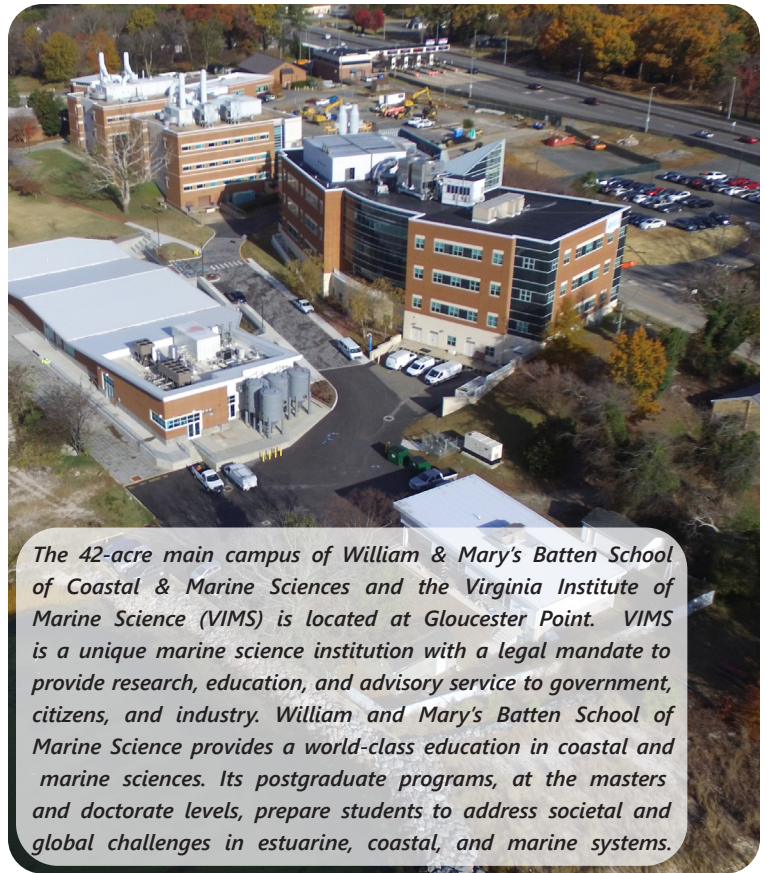


## HEALTH CARE

Riverside Walter Reed Hospital in Gloucester anchors medical services in the Middle Peninsula. The 67-bed acute care facility provides comprehensive services and state-of-the-art care and technology to the community. Hospital services include emergency, inpatient and outpatient surgery, imaging, and laboratory. In addition to family medicine, internal medicine, and general surgery practices, the 43-acre campus surrounding the hospital is home to Riverside Wellness and Fitness Center, the Middle Peninsula Cancer Center, Riverside Home Care, and a physical therapy suite. Many specialty medical services are also located on the hospital campus.

Additional medical services are available at three Newport News hospitals, Sentara Williamsburg General Hospital, and Sentara Hampton General Hospital. With a total of 1,320 beds, these facilities offer a full range of acute care services that include emergency care, obstetrics, surgery, and full diagnostic services. Gloucester County's close proximity to Richmond also permits residents to utilize the Virginia Commonwealth University Medical Center, an internationally known teaching medical center.

The Three Rivers Health District, a component of the Virginia Department of Health, provides public health services to Gloucester County and other localities in the Northern Neck and Middle Peninsula.



*The 42-acre main campus of William & Mary's Batten School of Coastal & Marine Sciences and the Virginia Institute of Marine Science (VIMS) is located at Gloucester Point. VIMS is a unique marine science institution with a legal mandate to provide research, education, and advisory service to government, citizens, and industry. William and Mary's Batten School of Marine Science provides a world-class education in coastal and marine sciences. Its postgraduate programs, at the masters and doctorate levels, prepare students to address societal and global challenges in estuarine, coastal, and marine systems.*

## EDUCATION

Gloucester County Public Schools, governed by an elected School Board, serves approximately 4,700 students with five elementary schools, two middle schools, and one high school. The County's only high school, built in 1976, recently underwent a nearly \$70 million renovation. The school system is ranked #1 in its region for overall academic performance and is in the top 20% of Virginia school systems with many top ten rankings. In January 2026, Botetourt Elementary School was named a National Blue Ribbon School, one of only 350 in the nation.

The school system participates in several regional partnerships, including the Chesapeake Bay Governor's School, the Governor's School for Science and Technology and Summer Residential Governor's Schools, that provide advanced educational opportunities for high school students. It also participates in the Governor's Health Science Academy and the Greater Peninsula Governor's STEM Academy with multiple regional partners. The New Horizons Regional Career & Technical Education Centers offer an array of career and technical education courses.

Rappahannock Community College serves the County from its Glens Campus offering associates and applied science degrees and career study certificates. In addition to the community college, multiple other colleges and universities, both public and private, including Virginia Commonwealth University, Old Dominion University, William and Mary, Christopher Newport University, the University of Richmond, and Hampton University, are within a two-hour drive.

## COUNTY GOVERNMENT AND SERVICES

Gloucester County provides a range of services to the citizens and businesses of the county including public safety, animal control, social services, community planning, building inspections, emergency management and mitigation, library services, parks and recreation facilities and programs, water and sewer utilities, and environmental programs. Most roads within the County are maintained by the Virginia Department of Transportation.

Gloucester County operates under the traditional, or County Administrator/Board of Supervisors, form of government (as defined under Virginia law). The County is governed by a seven-member Board of Supervisors who are elected to four-year terms, with elections staggered at two-year intervals. Five members represent magisterial districts and two are elected at-large. Board members annually select a Chair and Vice-Chair to serve a one-year term. The Board is the legislative policy making body for the County government. It enacts ordinances, adopts the annual budget, appropriates funds, sets tax rates, establishes policies, and adopts plans for County growth and development.

Five constitutionally mandated officers, funded by state and local resources, are elected by and serve County residents. They are not accountable to the Board of Supervisors but work closely with the Board and County Administrator. The Gloucester County Sheriff provides law enforcement, court security and civil process services. The Sheriff operates the Gloucester County Jail and, with the County Administrator, serves on the board of the Northern Neck Regional Jail. The other constitutional officers are the Commonwealth's Attorney, Clerk of the Circuit Court, Commissioner of the Revenue, and Treasurer. The latter two provide personal property assessment, tax collection and financial management. Real estate assessment is provided by a separate department under the County Administrator.

The Gloucester County Emergency Communications Center (ECC), a division of the Sheriff's Department, is the public safety answering point for 911 calls. The ECC handles the dispatching needs of the Sheriff's Office, multiple fire and rescue companies throughout the County, and provides assistance and coordination with the Virginia State Police. The ECC also receives non-emergency calls requesting assistance and information. In a medical emergency, the ECC's dispatchers can provide Emergency Medical Dispatch (EMD) services to callers until rescue units arrive on scene.

Fire protection and emergency medical services are provided by two organizations, the Gloucester Volunteer Fire and Rescue Squad (GVFRS) and the Abingdon Volunteer Fire and Rescue (AVFR), operating out of a total of six stations with a combination of volunteer and paid personnel. The County provides financial support to both organizations and the paid personnel are employees of those organizations. Construction of new fire station and training center, jointly owned by the County and the volunteer organization, will commence this year.

The Gloucester County Public Library has been in operation for over 100 years, starting in 1914 with the contribution of 125 books that formed the core of a lending library at the Gloucester Woman's Club Long Bridge Ordinary. Today, the library system has a collection of over 95,000 items located in the Main Library at Gloucester Court House, the Gloucester Point Library, and a bookmobile. The collection includes books, magazines, newspapers, videos, eBooks, DVDs, audiobooks, CDs, and more. In addition to providing public computers and wireless internet access, the library offers community events, activities, and classes for all ages. The Department of Park, Recreation, and Tourism oversees ten county parks and open space properties totaling nearly 265 acres and providing multiple recreational facilities, fields, courts, trails, and beach access. Over 350 activities, programs, and events are offered to County residents of all ages.

Family and protective services, benefits programs, and other assistance are delivered through the Gloucester County Department of Social Services which is governed by an appointed board. The department administers federal, state, and local public financial assistance and social work service programs.

Solid waste management services are provided in partnership with Waste Management Disposal Services of Virginia, Inc., which collects and disposes of county waste



and manages a county-owned regional landfill, the Middle Peninsula Landfill and Recycling Facility (MPLRF). The County also provides five convenience centers for citizens to drop off solid waste for disposal at no charge.

The County operates and maintains a public water distribution system serving approximately 5,200 customers. Water is provided by a 3.0 MGD reservoir and reverse osmosis wells with a capacity of 2.0 MGD. Wastewater from 1,900 customers is collected by the County and conveyed to the Hampton Roads Sanitation District for treatment.

Gloucester County has approximately 375 FTE employees, including those of the constitutional officers, and an FY26 budget of approximately \$195 million, including \$65 million for General Government, \$65 million for School Operations, \$5.8 million for Social Services, \$4.9 million for Utilities, \$6.4 million for Debt Service, and \$70 million for Capital Projects. The County has comprehensive financial policies adopted by the Board of Supervisors and is financially sound with a healthy fund balance.

## THE POSITION

The Board of Supervisors appoints a County Administrator to act as administrative head 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. He or she serves as a liaison between the Board of Supervisors, the Constitutional Officers, the Judiciary, regional, state, and local agencies and authorities, and community organizations. The County Administrator also serves as the official Clerk to the Board and the Deputy Director of Emergency Management and is a member of local and regional committees, commissions, or authorities.





## **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.
- Ten 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, growing 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, and the statutory authority and requirements of county government. Local government experience in Virginia is desirable.
- 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).
- 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 sound decision maker, open to input from stakeholders, exhibiting sound judgment, and decisive when appropriate.
- A change agent, open to different ways of thinking and new approaches while respecting the culture of the organization and the community.
- Tactically agile, flexible and adaptable in changing circumstances, in pursuit of a strategic vision; solution-oriented; a problem solver.
- Excellent communications and interpersonal skills including the ability to listen effectively, understand differing views.
- 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.
- 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 performance, collaboration, and accountability; able to build a competent staff team and to delegate responsibility.

# PRIORITIES FOR THE NEW ADMINISTRATOR

In 2023, the Board of Supervisors adopted revised vision and mission statements for the County.

## Vision Statement

Gloucester County is a place where character and historic significance intertwine to make Gloucester "The Land of the Life Worth Living."

## Mission Statement

Gloucester County is committed to providing exceptional customer-focused public services to enhance the community's quality of life, prosperity, and safety while sustaining and celebrating the County's rich history and natural beauty.

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.

- Overseeing the construction of a new fire station and training center. Developing and implementing a plan to re-purpose the existing fire station site, consisting of seven parcels and four buildings, to complement and enhance the Main Street Business corridor.
- A revision of the County's Comprehensive Plan, last revised in 2016, with adoption anticipated within the 2027 calendar year.
- An evaluation of the County's workforce, organizational structure, policies, and procedures; to improve the efficiency and effectiveness of service delivery; developing succession plans for and replacing leadership positions as vacancies occur. The new administrator will have the opportunity to fill a vacant Deputy County Administrator position, one of two, if determined appropriate for the organization.
- A focus on economic development, including tourism; attracting business to enhance the County tax base and provide employment.
- Examining County finances and financial management; exploring new revenue opportunities; proposing updates to policies and procedures.
- Planning for and financing important capital projects, water and sewer infrastructure, public safety facilities, and schools, while maintaining the County's low tax rate and affordable cost of services.
- The development of a Utilities Master Plan.
- Considering and proposing initiatives to enhance the quality of life of County residents, including recreational facilities, community centers, and improved water access.

## 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.
- Responsive to citizen concerns and issues; listening, understanding, and providing timely follow-up.
- A commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encouraging citizen engagement and inclusion.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences; strong, consistent, and equal communications with the Board of Supervisors.
- A focus on promoting communication, cooperation, and collaboration with community stakeholders, Constitutional Officers, Gloucester County Public Schools, non-profit agencies, the private sector, other local governments, and regional organizations.
- A leader in regional activities and a facilitator, building effective relationships and promoting collaborative efforts consistent with County priorities.
- An effective liaison with representatives and agencies of the State and Federal governments.
- 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. Not a micromanager; able to empower and entrust employees in fulfilling their responsibilities.
- An active and visible resident of Gloucester County, building relationships with citizens, business owners, and other county and regional stakeholders.

## COMPENSATION AND BENEFITS

Compensation for the County Administrator will be competitive depending on qualifications and experience, within a salary range of \$165,000 - 225,000. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance, 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 July 3, 2026, and those candidates whose qualifications and experience most closely match those outlined in this profile will be contacted for initial 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 and resume, with salary expectations and professional references, to Berkley Group, via email at [kimball.payne@bgllc.net](mailto:kimball.payne@bgllc.net). Questions may be directed to:

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For additional information, visit: <https://www.gloucesterva.gov/>

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