COUNTY ADMINISTRATOR

AMELIA COUNTY, VA



AMELIA 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 previous administrator resigned after serving in the position for twelve (12) years. A retired Berkley Manager is currently serving as the interim manager and is not a candidate for the position.

This recruitment profile provides background information on the community, its governmental 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 doug.walker@bgllc.net. **This position is open until filled.** Inquiries relating to the County Administrator position may be directed to:

Doug Walker

Berkley Group, LLC

P.O. Box 181

Bridgewater, Virginia 22812

Email: doug.walker@bgllc.net

Mobile: (540) 257-4782

COMMUNITY BACKGROUND

An exciting opportunity in a growing rural county in the Piedmont region of Central Virginia, Amelia is close to the Richmond metropolitan area but retains much of its traditional country charm. The metropolitan area comprises over 1.2 million people and an array of state governmental, legal, financial, and professional services. This region also boasts many healthcare and higher educational assets. The county is a vibrant community of approximately 13,500, blessed with natural beauty, a rich history, and an exciting future.

Amelia County has a strong agricultural economy, but many citizens work in neighboring counties. The Appomattox River runs along the county's northern border offering potential recreational opportunities. The County encompasses 361 square miles of gently rolling topography. It is made up of farms, forests, homes, and businesses.

This position offers an excellent opportunity to lead and manage the County governmental operations within a scenic community that has a high quality of life and a reasonable cost of living close to a major metropolitan area. The County anticipates future growth and development while maintaining its rural characteristics. The County provides services in an efficient and sound manner to maintain the quality of life that is attractive to its citizens.



LOCATION & TRANSPORTATION

Amelia County is located southwest of the City of Richmond, Virginia. It is part of the Greater Richmond Region. The county seat is Amelia Courthouse, a village of approximately 1100 citizens. US Route 360 is the main east-west highway serving the county and is used by many residents as a commuting route to employment outside the county.

Amelia County has access to I-95 and to I-85 within an hour using US 360 as the connecting route. The county is served by Richmond International Airport, 47 miles to the east. Connections to Amtrak are available from Richmond.





HISTORY

Amelia County was created in 1734 from parts of Prince George and Brunswick Counties, and named for Princess Amelia, the second oldest daughter of King George II. Originally much larger than it is today, the county's present boundaries were established after Prince Edward and Nottoway Counties were established in 1754 and 1789. The earliest inhabitants of what is now Amelia County were Native Americans of the Monacan tribe.

By the late 17th century, native tribes began to be displaced by colonial settlers in search of new farmland. Amelia's first courthouse was established near present day Truxillo shortly after the formation of the county, before being moved to the vicinity of present day Amelia Courthouse in 1793. By the late 19th century, Amelia Courthouse was a growing village with six stores, three churches, a hotel, a school, a mill, and various warehouses. The existing county courthouse was built in 1924, with several additions added later.

Since its earliest colonial settlement Amelia County's history has been a history of agriculture. The county's fertile soil supported an early plantation economy, including several large slave-holding tracts, focused on the cultivation of tobacco, Virginia's staple cash crop during its early history. The Appomattox River, along with Deep Creek, Flat Creek, and Namozine Creek, were used to move tobacco and other goods, while processing and warehousing operations were set up in Amelia Courthouse. Navigational improvements were made along the Appomattox, including several canals in Amelia County.

In 1810 the population of Amelia County was approximately 3,000 whites and 5,500 slaves. Amelia County figured prominently in the events of the Civil War, including Robert E. Lee's final retreat passing through Amelia County and Amelia Courthouse before ending with his surrender at Appomattox. Sailor's Creek Battlefield State Park is a 341-acre site in the county and the site of the last major engagement of Lee's Army.

Following the Civil War, Amelia County tobacco industry expanded to include timber and lumber. The expansion of the railroad system allowed goods and passengers to move more freely and shifted transportation away from the river and canal system.

Today's agricultural economy includes wheat, cattle, poultry, other livestock and grains. Farming still stands at the heart of the county's culture and economy.

EDUCATION

Amelia County is served by the Amelia County Public School system. There is a high school, middle school, and elementary school in the county. Amelia Academy is a private, tuition-based school located in the county.

Although there are no higher education facilities in Amelia County, many excellent colleges and universities are located within easy commuting distance of the county. J. Sargent Reynolds and John Tyler (Midlothian Campus) Community Colleges are nearby and provide educational training for our citizens. Longwood University, Hampton-Sidney College, University of Richmond, Virginia State University, Virginia Commonwealth University, Virginia Commonwealth University, and Old Dominion University are located within 35 miles of the county courthouse.

HEALTHCARE

Amelia Healthcare Center provides comprehensive, primary healthcare to citizens of Amelia County. Affiliated with Southern Dominion Health System, Inc., the local facility can provide preventive healthcare and minor surgery from infant to geriatric care. Several dentists and eyecare professionals are available in and near the county. Being in the Richmond Metropolitan Region, hospital and specialty services are conveniently located and offer a full range of medical care.

ECONOMY & ECONOMIC DEVELOPMENT

Amelia County has a strong agricultural economy but is also looking towards a more diversified economic base that provides needed jobs while protecting the existing farms. Major products of the county include livestock and milk, poultry and egg production, and grain, dry beans and peas, and tobacco. Many citizens commute out of the county for employment in the Greater Richmond Region. Working with its Economic Development and Industrial Development team, the county has two industrial parks. This development has provided jobs, expanded the commercial and industrial base, and allowed the county tax rate to remain low. The county has identified the US 360 Corridor as its primary development area.

Amelia County is home to several companies, including Anderson Brothers Lumber Company, Keystone Vintage Lumber, Martin Marietta-Amelia Quarry, Swift Creek Forest Products, and Tatum's Hauling. Major employers are Amelia County, Amelia County Schools, Amelia Rehabilitation and Healthcare, Genesis Decor, Tatum Hauling, Superior Walls, Chaney Enterprises, Food Lion, and Star Childrens Dress Company.

DEMOGRAPHICS

Amelia County has, as of 2024, a population of 13,592 based on the latest US Census estimation. The county racial makeup is 74.6% White, 20.13% Black, and 5.27% two or more races. The median household income is $63,438 and the poverty rate is 11.1%. The value of owner-occupied housing is $233,700 as of 2022.



COUNTY GOVERNMENT

The county provides a full range of services to its citizens. With county offices and facilities concentrated in Amelia Courthouse, the county is poised for the right kind of growth. The county government is stable and there is a strong relationship between the Board of Supervisors and the Constitutional Officers.

The county strives to keep its rural nature while diversifying its taxbase along the US 360 Corridor. Growing the park and recreation opportunities, including capitalizing on its rich history is a priority. The county is also anticipating completion of broad-band initiatives to provide access to all citizens within a few years.

Public safety is another area of growing interest. The county is beginning the transition from volunteer to paid EMS services. Improvements are also being made in animal control facilities as well as with building codes and inspections.

The county school system in very stable and provides for excellent quality education. It is a relatively small system that makes integration of new students very easy. There are 1761 students attending the three county public schools.

Amelia County has a proposed budget for FY25 of $49.4 million. This includes the school system, public utilities, constitutional officers and general fund.

THE POSITION

The Amelia County Board of Supervisors appoints the County Administrator to act as the Chief Administrative Officer of the County. The County Administrator serves at the pleasure of the Board, carries out its policies, and directs business procedures. This person is responsible for the day-to-day operations of the county government, manages and supervises all departments, agencies, and offices of the County, except the County Attorney, who reports directly to the Board. The County Administrator also is the liaison to the offices of the various Constitutional Officers. The County Administrator is responsible for developing, and upon adoption by the Board, implementing the annual operating and capital budgets. The County Administrator recommends policies and priorities for Board consideration and leads the County workforce in delivering services and responding to citizen issues and concerns. The County Administrator also serves as Clerk to the Board of Supervisors. The County Administrator serves as the County Purchasing Agent. The County Administrator also serves as the Social Services Administrative Board, with a full time Director, and an Advisory Board appointed by the Board of Supervisors. The County Administrator serves on the Juvenile Detention Board, the Board of the Regional Jail Authority, and serves as staff advisor to the Economic Development Authority (EDA). The County Administrator serves as the liaison between the County Board and other regional, state, and local agencies and authorities, and community organizations.







ISSUES, CHALLENGES, & OPPORTUNITIES

1. The County currently has several vacancies in key staff positions. Recruitment is underway for a Finance Director. Once this position is filled a comprehensive effort is needed to modernize and update the functions and processes within this department.
2. The position of the Director of Community Development is also vacant. The new Administrator will be tasked with filling this vital position and integrating the new hires into the County's team.
3. The Comprehensive Plan is currently undergoing a complete review and update. This process should be completed in 2025 and come before the Board for consideration. Community surveys will be distributed in November 2024. This plan guides development and the County Administrator will be a key player in development and implementation of the recommendations.
4. The County borders on a rapidly growing area to its east. Achieving necessary and unavoidable growth and development while maintaining the rural, agricultural nature that makes the County such a great place to live will present a challenge and an opportunity for the new County Administrator.
5. Housing will be a continuing need for the County as growth occurs. The Board desires to see more housing opportunities and is interested in more upscale housing developments, in particular.
6. The County will need to continue to develop and finance upgrades to existing utilities. Maintaining reliable services, competitive rates, and the ability to accommodate current and future growth will be part of the challenge.
7. The financial constraints and future needs will continue to put a strain on the county budget. It will be necessary for the new County Administrator to strengthen the County's financial sustainability and resiliency and to find revenue streams to maintain and grow the County's financial reserves. A Capital Improvement Program is in place and needs to be maintained to guide future development.
8. The County has a competent staff with key positions needing to be filled. The new County Administrator will need to develop strong working relationships with staff, evaluate organizational needs, and recruit for open positions.
9. 9. The County Administrator will need to guide the existing efforts to transition to paid EMS services and to complete implementation of county wide broadband services.





QUALIFICATIONS, EDUCATION, & EXPERIENCE

The following education and experience factors are the expected qualifications for successful performance:

- A Bachelor's Degree in Business Administration, Public Administration, Finance, or related field is required with Master's Degree preferred;
- Three to five years of progressively responsible senior level executive management experience as a chief executive/administrator, deputy executive/administrator, or department head in a high preforming comparably sized or larger community; possessing a broad skill set appropriate to the breadth of county operations;
- Excellent financial management skills and grants expertise; a strong preference for budgeting experience and leadership is desired;
- Comprehensive knowledge of the principles and practices of public administration, local government finance, and economic development. An understanding of the statutory authority and requirements of county government in Virginia. Local government experience in Virginia is desirable.
- A demonstrated commitment to on-going professional development through such organizations as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA)
- A demonstrated ability to develop and manage complex projects is required as well as a demonstration of excellent leadership skills;
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

PROFESSIONAL TRAITS & DESIRED CHARACTERISTICS

- Absolute integrity ensuring ethical, equitable, honest, fair, and open interactions with members of the Board of Supervisors, community members, and County employees;
- Involved, engaged, and present in community events, activities, and organizations; meet with individuals and groups as needed with a desire and ability to bring people together;
- Professionally competent tempered by humility;
- A "people person", approachable, open minded, fair and honest;
- A sound decision maker, available and open to input from stakeholders, exhibiting sound judgement and being decisive when appropriate;
- A good steward of public funds; knowledgeable of best practices for efficient, effective, and equitable governmental management;
- Excellent communication and interpersonal skills including the ability to collaborate, listen effectively, and understand differing views;
- An effective public speaker;
- A consensus builder able to diffuse tense situations and seek common ground when differing views create friction;
- Ability to manage staff, engage others, and bring people together while providing an effective structure for County government;
- A role model, mentor, and coach for County employees; dedicated to the professional development of staff; able to empower and support employees with a focus on performance, collaboration, and accountability so as to develop a competent staff team;
- Ability to implement required projects and follow through with the process to ensure success;
- Ability to work with all departments and partners to accomplish the goals and objectives of the Board.



PERFORMANCE EXPECTATIONS

- Engage with staff, Board of Supervisors, Constitutional Officers, School Administration, community leaders, and residents.
- Prioritize the review of the County budget, organizational structure, County policies and procedures while getting up to speed on active projects.
- Fill existing vacancies in Finance and Community Development
- Facilitate the completion and Board adoption of the updated Comprehensive Plan within the next six months;
- Continue with implementation of broad band access improvement.
- Pursue mid-term and longer-term initiatives including the assessment of parks and recreation needs, housing needs, and on-going implementation of the new EMS system;
- Become established as a key leader in regional activities and an effective facilitator in building effective relationships and promoting collaborative efforts consistent with the County priorities.
- Practice fair and equitable investment in and support of County employees and departments with a priority on enhancing competency, consistency, and accountability through individual development and improved business processes;
- Avoid micromanagement while encouraging and entrusting employees to fulfill their responsibilities;
- Become an active and visible representative of the County while building relationships with citizens, business owners, and other stakeholders.

COMPENSATION & BENEFITS

Consideration for compensation will be dependent on qualifications and experience. The anticipated hiring range is $125,000-$160,000. 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 is open until filled. Applicants considered to most closely match the qualifications contained 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 doug.walker@bgllc.net. Questions may be directed to:

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P.O. Box 181
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For Additional Information Visit: www.ameliacova.com

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