Powhatan County, Virginia invites your interest in the position of COUNTY ADMINISTRATOR.
Powhatan County, Virginia seeks candidates to serve as the next County Administrator. Powhatan is a community of nearly 29,000 residents and 272 square miles, located in central Virginia’s greater Richmond region, between the Appomattox and James Rivers.

While maintaining a charming rural atmosphere, Powhatan’s central location provides for access to major commercial, cultural, recreational, educational and medical centers. Powhatan is 20 miles west of Richmond and is within an easy two-hour drive from the Atlantic Ocean, Washington, D.C., Colonial Williamsburg, and the Blue Ridge Mountains.

Powhatan County’s current annual budget is $114M. This includes $56M appropriated to Powhatan Public Schools. The budget is balanced without the use of one-time revenue sources. The County has a strong, resilient economy and has seen steady revenue growth in the past five budget cycles. Moody’s Investor Service assigned the County an Aa2 GO bond rating citing “strong financial operations and conservative budget management guided by comprehensive policies.” S&P Global Ratings assigned an AA+/Stable GO bond rating.

Named a Top Workplace by Richmond Times Dispatch for 2020, Powhatan has an award-winning staff of 189 FTEs, receiving GFOA Certificates of Achievement for Excellence in Financial Reporting (Finance), VAZO Organization of the Year (Planning/Zoning), VEDA & BREI award (Economic Development). As part of the PlanRVA planning district, Powhatan enjoys collaboration with Ashland, Charles City, Hanover, Henrico, Goochland, New Kent and Richmond on matters of regional importance, most notably, transportation.

Powhatan County Public Schools is fully accredited and consists of a high school, middle school and three elementary schools. Many historically significant homes and churches are located in the County, including 19 sites listed on the National or Virginia Historic Registry. Powhatan State Park, a wildlife management area, private community lakes, public boat landings, parks, athletic fields, picnic areas, and equestrian centers are located throughout the County and offer a variety of recreational, cultural and educational programs and services for youths and adults.
COUNTY GOVERNANCE

The County is governed by a five member Board of Supervisors who are elected from five districts for four year concurrent terms. The Board of Supervisors hires a county administrator to oversee the County’s daily operations through department directors and other elected officials. The Board is excited to get to work with their County Administrator to implement several policies of importance, including developing and implementing a plan for broadband expansion, reducing the tax burden on residential properties (92%) through high-quality commercial development, financial planning to bring the county’s future debt ratio below its desired policy of 12% and managing the external residential growth pressures to ensure future growth does not compromise Powhatan’s rural character or its quality of service.

The Board of Supervisors has forged a collaborative relationship with the School Board in creating an outstanding school system; made plans for core function infrastructure improvements; invested in public safety; and committed to maintaining the County’s rural ambience, Powhatan is poised for a vibrant and productive future.
POSITION PROFILE

The Administrator is responsible for implementing policies and procedures adopted by the Board of Supervisors; supervising and coordinating department activities; submitting a proposed annual budget and executing the budget as finally adopted by the Board of Supervisors; developing long and short range plans; advising the Board of Supervisors on the County’s financial condition and its future financial needs; and seeing that all ordinances, resolutions, directives and orders of the governing body and all laws of the Commonwealth required to be enforced through the governing body are faithfully executed.

CANDIDATE PROFILE

The ideal candidate will possess considerable knowledge, skills and abilities in economic development, planning and community development as well as municipal finance and budgeting. Experience in managing public safety, public works and public utility operations along with knowledge related to broadband implementation is desirable.

The candidate will have an indisputable reputation as an ethical and effective leader and problem identifier/solver. The ability to listen and establish and maintain effective working relationships with Board members, staff and citizens is essential.

The successful candidate will have a Bachelor’s degree in planning, public or business administration, finance or related field. Master's degree is preferred. The candidate will have extensive demonstrated experience in planning, community and economic development and finance along with considerable experience as a county administrator/manager or assistant administrator/manager in a larger community.
COMPENSATION & BENEFITS
Starting salary depends upon qualifications and experience. The County has a competitive benefits program.

HOW TO APPLY
Initial review of applications will begin February 28, 2020. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to Melissa Lowe, Human Resources Manager, via email at mlowe@powhatanva.gov.

Powhatan County is an Equal Opportunity Employer.