



## **COUNTY ADMINISTRATOR – RECRUITMENT NOTICE WISE COUNTY, VIRGINIA**

Wise County, Virginia is accepting applications for the position of County Administrator. Wise County is a rural community of approximately 40,000 residents located approximately 52 miles Northwest of Abingdon, Virginia. A bachelor's degree in business management, public administration, economics, finance, or a related field is required; with a Master's Degree preferred. At least five (5) years of public management experience or service as a chief administrative officer or deputy chief administrative officer in public or private sector management or in a responsible local government position required. Past experience of the individual should demonstrate high levels of performance in areas that include finance, project management, public relations, human resources management, community and staff development and planning. Additional information may be found at [www.wisecounty.org](http://www.wisecounty.org). The salary for the position is negotiable, based on qualifications and experience. To be considered please submit a resume with cover letter, five (5) professional references and salary history to Attention: Annette Underwood, County Administrator Position, P.O. Box 570, Wise, VA 24293. Deadline for submission is close of business on Friday, May 25, 2018. The Wise County Administrator's position will remain open until filled.

Wise County Virginia is an Equal Opportunity Employer.



## **WISE COUNTY, VIRGINIA RECRUITMENT INFORMATION FOR THE POSITION OF COUNTY ADMINISTRATOR**

Wise County is located in Southwest Virginia, approximately 52 miles northwest of Abingdon, Virginia. The county encompasses a land area of 407 square miles with a population of approximately 40,000. US routes 23 and 58 are the primary US routes that transverse the County. There are six towns in the County including St. Paul, Coeburn, Wise, Pound, Appalachia, Big Stone Gap as well as the City of Norton.

Wise County has a diversified economy with manufacturing, trade services, coal mining, and agricultural sectors. Manufacturing activities include hardwood flooring, carbonized coal products, and steel molding and fabrication. Wise County has a coal-fired utility plant that came online during calendar 2012. Service industries include technology call centers, telecommunications, food, health care, education, and government. Agriculture remains important in Wise County's economy, with beef cattle the principle livestock, and apples, vineyard grapes, tobacco and hays the cash crops. Wise County has a local brewery as well.

Wise County provides a high quality public education system consisting of six elementary/primary schools, three middle schools, three high schools, an alternative school, and a career-technical center. The thirteen school sites offer a full range of K-12 programs serving more than 7,000 students. A Title I funded program for four-year-olds operates in each primary school. Each secondary school offers a range of courses suitable for students who plan to continue education after high school or plan to enter directly into the workforce. All schools in Wise County are fully accredited by the Virginia Board of Education and by the Southern Association of Colleges and Schools. Aggressive leadership by administrators, teachers and coaches has made Wise County students highly competitive, both academically and athletically, with students in other school divisions throughout the state. Administration of the school system rests with

the Division Superintendent who, with central office personnel and school principals, provides leadership in implementing School Board policies directing the day-to-day operation of the system.

Wise County is home to The University of Virginia's College at Wise. It is a public, four-year residential liberal arts college located in the lush mountains of Southwest Virginia. As a COPLAC member institution, UVA-Wise is nationally-accredited and has been nationally-ranked among top public liberal art colleges in the U.S. The enrollment is 2,021 students.

Wise County is also home to Mountain Empire Community College (MECC) which is a comprehensive two-year college serving residents of Lee, Scott, Wise, and Dickenson Counties, and the City of Norton. MECC is one of twenty-three colleges in the Virginia Community College System and operates under policies established by the State Board for Community Colleges and the Local Advisory Board. The College is financed primarily with state funds, supplemented by contributions from the local jurisdictions. MECC serves 2,718 students.

Wise County operates under the traditional "County Board" form of government. The powers and duties of the County as a political and corporate body are vested in the Board of Supervisors. The Board is comprised of eight members, elected from four districts and serving four-year staggered terms. The Board of Supervisors is responsible for a variety of activities including establishing priorities for County programs and services; establishing administrative and legislative policy; adopting an annual budget and appropriating funds; setting county tax rates, and adopting the County's comprehensive land use plan. The County operates with an annual gross budget of approximately \$53.1 million of which \$17.7 million is in the unassigned fund balance and a total general government staff of 200 full time employees. In addition, the Wise County Public School System has an operating budget of \$60.5 million.

Wise County is managed by a County Administrator who serves as chief administrative officer for the County and oversees the day-to-day operations of the County including building and zoning, economic development, solid waste operations, emergency management, facilities maintenance and financial administration, tourism and GIS. The County Administrator is appointed by the Board of Supervisors and serves at the pleasure of the Board.

As the chief administrative officer, the County Administrator is responsible to the Board for the execution of policies it establishes. He/she is expected to handle the daily administrative operations of the County, as well as recommend service and policy improvements, oversee development of an annual budget for the Board's consideration and approval, generally guide the work of County employees and ensure that the affairs of the County are conducted in an effective and responsible manner.

## **WISE COUNTY ADMINISTRATOR POSITION INFORMATION**

### **Education and Experience:**

A bachelor's degree in business or business management, governmental studies, public administration, economics, finance, planning, engineering or related field required; with a Master's Degree preferred. At least five (5) years of management experience as a Chief Executive/Administrator or Deputy Chief Executive and/or Assistant Administrator in public or private sector management or in a responsible local government position. A wide range of knowledge and attainment in local government operations and management is highly desirable. The past experience of the individual should demonstrate high levels of performance in areas that include economic development, finance and budget, project management, community involvement, staff development, efficient use of technology in enhancing performance and maintaining positive lines of communication at all levels. Experience in citizen outreach and the improvement of governmental departments and functions is a significant consideration.

### **Skills and Past Performance:**

**Administrative Ability** – Must have demonstrated a high level of ability in working cooperatively with a variety of staff, Constitutional Officers and independent Boards/Committees in a rural community. Must be able to analyze administrative systems and provide recommendations with consideration to the future in order to develop efficient and responsive operations for all local government functions. Strong written and oral communications and negotiating skills are essential, including the ability to make difficult, well thought out recommendations and decisions in a timely fashion.

**Board and Intergovernmental Relations** – Ability, interest and willingness to take time in working with the Board, Department Heads, Constitutional Officers, City and Town Managers, citizens and various advisory body members so that they may be well informed and understand

policies and procedures. Should be willing and able to provide an acceptable level of detail and adequately inform the entire Board, equally and on a regular basis, so that there are no surprises. Clear and concise written and oral communications with all audiences are essential. Must be willing to accept constructive criticism and implement needed changes. The successful candidate will be able to present all sides of an issue that affect the County to the Board and appropriate advisory groups as well as individuals and groups in a clear, concise and unbiased manner. The individual should be able to participate in the development of sound County policies and directives, interpret existing County policies and carry out the directions and requirements established by the Board of Supervisors.

**Budget and Finance** – Should have significant knowledge and experience in successfully directing and managing a county, city or town budget. Must understand the various methods of maximizing resources, financing options and ensuring a wise use of limited public resources. Must understand governmental accounting practices and the need for, and the value of, long range financial planning. Should have knowledge of and experience working with federal and state grants. Must possess an understanding and knowledge of the principles and practices of project management, as well as experience managing complex facility and community improvement activities.

**Human Resource Management** – Candidate must demonstrate a personality that can communicate the Board's goals, needs and directives to employees and external customers. Must engage with and be able to lead and motivate County employees under his/her direction to achieve high performance and must demonstrate fairness in dealing with staff while ensuring accountability. Should have demonstrated a commitment to challenging staff while expanding training opportunities aimed at improving employee and organizational performance.

**Economic Development** – Ability to work with and direct department staff, as well as partner with local, regional and state organizations in order to foster complementary economic development opportunities for Wise County. Must recognize the County's emphasis on preserving and enhancing industry, agriculture, forestry, tourism and recreation.

**Community Relations** – Candidate should be willing and able to maintain and improve upon transparency related to County information and programs while being engaged with the community. Must have the ability to understand diverse and changing needs within the County and should present a modest, as well as capable image of the local government to the community at large.

**Intergovernmental Relations** – Must be able to relate to, maintain and strive to improve existing relationships with other local governments, City and Town managers, regional organizations, Constitutional Officers and the County School Board and personnel, as well as state and federal agencies.

**Professional Focus and Management Style:**

- Trusted individual, who accepts direction from the Board of Supervisors and can implement complex policies in a timely manner
- Results oriented with the ability to build transparency among all levels of Wise County government in accordance with limitations imposed by state law
- Excellent communication skills and ability to interact with various constituencies without intimidation and condescension
- Ability to provide alternative solutions and options, make recommendations with confidence, and courage to act properly, even in the face of adversity
- Exhibits modesty when appropriate, as well as a strong, confident leadership style while seeking positive end results
- Flexible and able to adjust to changing conditions and Board leadership
- Team builder who serves as mentor to staff and is willing to monitor their progress within the organization
- Fair in approach to decision making, yet firm in application of policies, rules and laws
- A consensus builder capable of encouraging differing individuals and groups to work together to best serve the community
- Ability to develop and maintain positive relations with members

of the Board of Supervisors, Constitutional Officers, the School Board, citizens, public safety providers, community groups, department heads and other governmental entities

- Ability to analyze large amounts of information and develop reasonable, practical and innovative solutions to identified internal and external challenges and issues
- Strong negotiator who can adequately communicate and defend the County's position in all matters

**Personal Traits:**

- Service oriented and participating member of the Wise County community
- Strong moral standards, with a high degree of integrity, ethics, honesty and candor with the ability to maintain confidentiality when required and in the best interest of the County
- Strong communicator with whom citizens and others can easily interface
- Loyal to the County in all dealings and able to act in the best interest of the County without concern for his/her personal interests
- Even tempered and tactful while using discretion and being diplomatic, as well as apolitical in all dealings
- A good listener who is analytical, seeking all the facts on a given issue, prior to making a decision or recommendation, and capable of exhibiting good common sense
- Easily accessible, responsive and inclusive in the decision-making process with a positive, can-do attitude
- A mature, self-starter who is innovative, hardworking and confident that the directed outcome can be achieved
- Someone who is comfortable with who they are and slow to anger while possessing a good sense of humor
- Strong in all dealings while being fair and compassionate with others



- Creative and open to new ideas
- Humble and capable of giving credit to others associated with a given accomplishment

### **Future Initiatives and Challenges Facing the County:**

- Maintain a governmental culture which values open communication with staff, citizens, the business community, and other customers
- Maintain strong internal relationships and trust with County departments and building upon current positive relationships with independently elected officials, boards and commissions
- Managing a budget that is realistic given economic challenges and encouraging capital improvements that can be planned, funded and appropriately financed when required
- Near term review of County policies and ordinances to ensure their uniformity and conformance with state law and necessity of regulation
- Evaluation and creation of a process to chart and implement a community development, as well as a revenue/expenditure sustainability process for the County
- Preparing the County for future changes and potential economic and demographic shifts through the enlistment of sound planning principles which incorporate strong community dialogue and citizen input
- Furtherance of a Capital Improvement Plan along with evaluation of alternative facility expansion/renovation projects

### **County Administrator – Conditions, Compensation and Benefits:**

The salary for the position is negotiable, based on qualifications and experience. Benefits include but are not limited to vehicle allowance or use of public vehicle, participation in the Virginia Retirement System, vacation and sick leave, health insurance, group life insurance, professional dues and conference expenses. Relocation expenses may be negotiated.

**Application and Selection Process:**

The application deadline is close of business May 25, 2018. To be considered, please submit a cover letter, resume with salary history and five (5) professional references to Attention: Annette Underwood, County Administrator Position, P O. Box 570, Wise, Virginia 24293. Following the filing date, applicant submittals will be screened based on established criteria and position requirements. Finalists for the position shall be selected with interviews scheduled during the month of June. The County Administrator's position will remain open until filled. For more information about Wise County please visit [www.wisecounty.org](http://www.wisecounty.org).

**Wise County, VA is an Equal Opportunity Employer**



## **County Administrator Wise County Virginia Job Description**

**General Statement of Duties:** The County Administrator serves as the Chief Administrative Officer for the County, provides general coordination of the day to day operations of the County, supervises all departments, acts as an agent of the Board of Supervisors, and works at the will and pleasure of the Board. In carrying out these duties he/she shall initiate and perform those duties specifically authorized by the Board of Supervisors and the Code of Virginia.

**Duties and Responsibilities (not all inclusive):**

- Serves as Clerk to the Board of Supervisors, arranging agenda as determined by the Chairman and/or other methods set forth in the Code of Virginia, coordinating appearances before the Board, preparing material for submission to the Board, and carrying out instructions and decisions of the Board. The Administrator is responsible for keeping all records of Board meetings;
- Shall supervise those employees who work under his/her authority in accordance with County policies and procedures adopted by the Board of Supervisors and in accordance with the Code of Virginia. Acts as personnel director for all such employees under his/her supervision;
- Supervises the preparation of the County's budget utilizing the guidelines for preparation set forth by the Board. Submits to the Board monthly financial statements showing the County's long and short term financial situations. Notifies the Board of the progress of major projects and programs;
- Plans, directs and reviews the work of the county's department heads to ensure that they are performing their duties in a manner which conforms to approved board policy;
- Performs a wide variety of administrative tasks which are required to meet the objectives stated by the Board such as industrial recruitment and preparedness, tourism development, oversight of capital projects and other

- duties as prescribed by action of the Board of Supervisors;
- Prepares periodic and special reports concerning the activities of County government;
  - Attends Board of Supervisors meetings participating in discussions, and making special studies and reports requested by the Supervisors or on own initiative;
  - Represents the County concerning inter-governmental relationships involving neighboring counties, towns, and cities;
  - Delivers talks on County government before lay and professional groups;
  - Hears and investigates citizen and other complaints;
  - Conducts staff meetings with the County employees reporting to him/her and encourages all department heads in self-development in their fields of work.

**Required Knowledge, Skills and Abilities:** Comprehensive efficiency of modern principles of public administration as applied to County government; knowledge of accounting and financial principles; ability to plan and coordinate the many functions and activities of County government; good professional judgment; ability to keep all members of the Board of Supervisors informed of County business; ability to direct the daily operation of the County government in a manner which reflects the desire of the Board of Supervisors and also in strict compliance with the Code of Virginia and effectively communicate orally and in writing with staff, other units of government and the general public.

**Experience and Qualifications:** The County Administrator should have considerable experience in local government management, preferably in Virginia. The successful candidate will possess a bachelor's degree from an accredited college or university, and five (5) years of experience and training which provides the required knowledge, skills and abilities to satisfy the Board. A strong financial background and experience in budget preparation will be an asset. A graduate degree in public administration or a related field is preferred. Must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving.