

Amelia County, Virginia

Announces Recruitment For

County Administrator



Living in Amelia County

Opportunity to:

- Work for a respected and award winning local government that values teamwork and individual contribution
- Become part of an outstanding and highly stable team of elected and appointed officials
- Lead a team of dedicated personnel consisting of experienced professionals
- Live and work in an exceptional community



Amelia County, Virginia, is home to over 12,000 residents and located in Central Virginia, 35 miles west of the state capital of Richmond. Beautiful rolling farmlands, expansive timber lands, and sparkling rivers create a stunning natural backdrop for this growing community.

Amelia County is one of the most attractive and desirable locations in Virginia, with an excellent school system, low crime, and unemployment rates, and a wide range of historic and recreational activities which offer unique advantages for thriving businesses and for gracious living.

The county enjoys an average January temperature of 38 degrees (F) and an average July temperature of 78 degrees (F) with average rainfall of 42 inches.

The population of Amelia County in 2010 was 12,690. This 11% increase from 2000 continues a manageable population growth rate that is projected to continue well into the future. The county has a civilian labor force of 6,121 and an unemployment rate of 7.1% (June 2011). The median family income in 2009 for Amelia County was \$47,971.

U.S. Primary Route 360 bisects Amelia County east-west. Richmond International Airport (54 miles away) offers daily flights.

County residents enjoy a diversity of cultural, historical and recreational activities. Sailor's Creek Battlefield State Park is located in the county. It is the location of the last major battle of the Civil War. In addition, Lee's Retreat, a driving tour that follows the route General Robert E. Lee and the Army of Northern Virginia followed in the early days of April, 1865, has several stops in the county.

The Amelia County Government

Virginians take great pride in their long tradition of reliable government. Virginians operate their local governments according to sound business principles. These principles of good government, fiscal integrity, and public-private partnerships are evident in Amelia County. The county provides complete local government services and is also responsible for its own school system and public utilities system. It is served locally by a five member elected Board of Supervisors, a five-member elected School Board, and elected

Constitutional officers (Clerk of Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer). The Board of Supervisors also employs a County Administrator who serves as the County's chief administrative officer under the Board's direction. The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials.

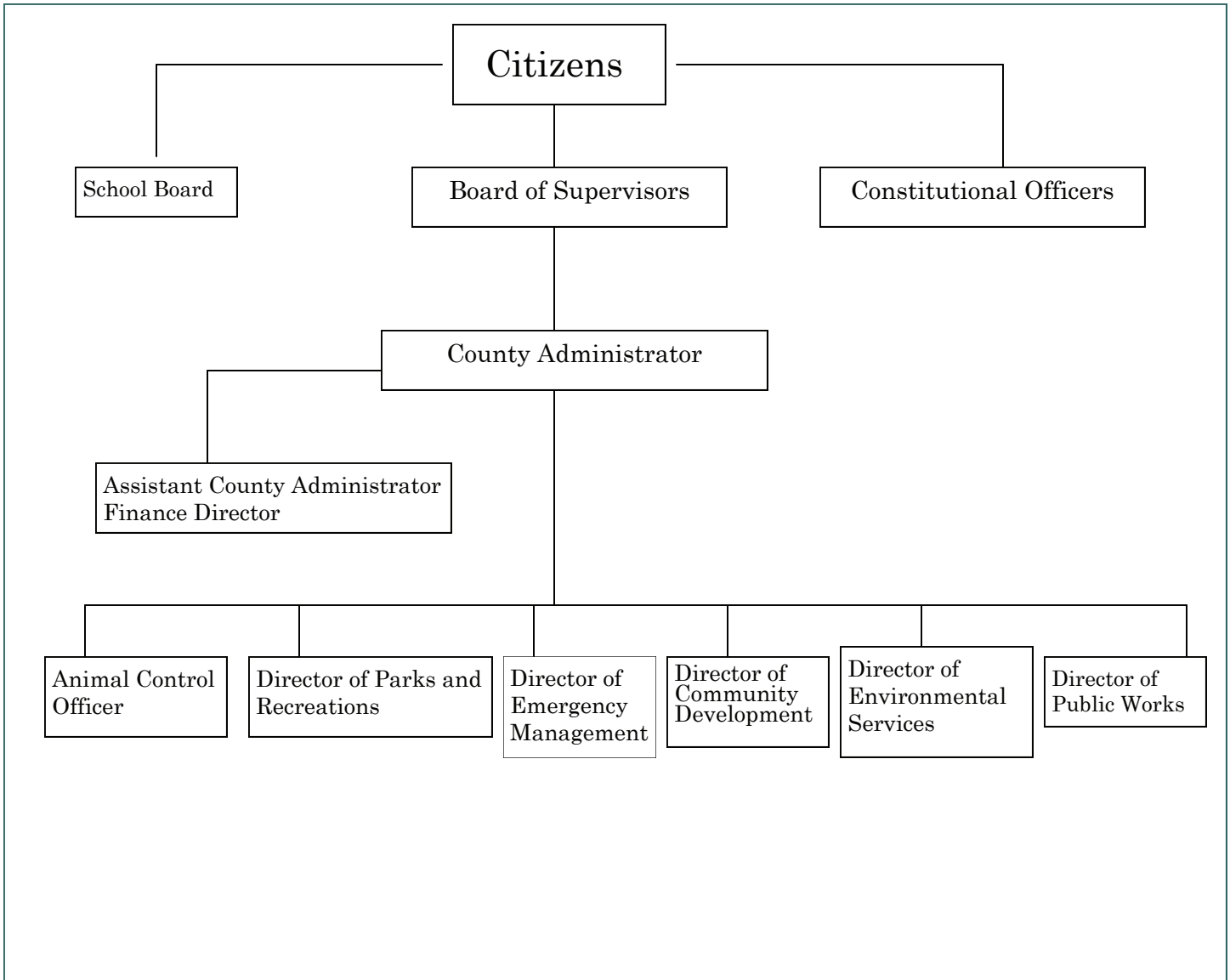
The Amelia budget totals \$31 million for all funds. County revenues from local sources are derived primarily from taxes on real estate and personal property taxes.

The county's school system had an enrollment of 1,757 students in the 2010-1011 school year. The system includes one elementary school, one middle school and one high school. Additionally, there is a technical center and an alternative school. There is one private school, Amelia Academy, located in the county.

Sixty three percent of public school students pursue further education upon graduation. All schools are fully accredited through the State Board of Education.

The Amelia County Sheriff's Office provides all law enforcement with 16 deputies. There is also a State Police office in the county. Amelia is served by five volunteer Fire Departments and one Rescue Squad with over 100 members.

County Organizational Chart



County Administrative Profile

Overview

The County Administrator leads the operation of county government. The office advises the Board of Supervisors, recommends policies, and sets priorities for consideration by the Board. The County Administrator ensures compliance with federal, state and local laws and ordinances as well as maintains open communication with various sectors of the community such as the legislative delegation, business community, area governments, and county residents.

Education and Experience

- Master’s degree in Public Administration or Business Administration or a related field and a minimum of 5 years experience at the senior management level in city/town/county government or comparable private sector experience preferred.
- In lieu of a Master’s degree, must possess a Bachelor’s degree in Public or Business Administration or related field and have a minimum of 10 years of progressively responsible experience in city/town/county government with a minimum of 5 years experience at the senior management level or comparable private sector experience.
- Ideal candidate will have diverse leadership experience
- Experience will include a strong financial background

Personal Traits

- Ethical with high moral standards
- Honest, trustworthy, open and candid
- Loyal
- Accessible and approachable
- Proactive in dealing with issues
- Good listener, responsive to county leadership and staff concerns
- Visionary, global thinker, willing to seek creative solutions.
- Compassionate
- Self confident, tactful, discrete, diplomatic
- Consensus builder

Professional Skills and Management Style

- Strong and enthusiastic in presenting ideas, while being respectful of others
- Excellent analytical skills yet creative, an idea person
- Self starter, hard working, and a producer
- Team builder and a people person
- Fair in approach to decision making yet firm in application of policies, rules and laws
- Ability to manage with confidence and courage to do what’s right, even in the face of adversity
- Flexible and able to adjust to changing leadership
- Strategic planner/thinker and effective grant writer
- Organized and timely in response to requests for information from all sources
- Develops and maintains good public relations with county leadership, regional leaders, community groups and citizens
- Understands diversity, ability to communicate with various constituencies with sensitivity and genuineness
- Willing to be the visible leader of Amelia County staff and clearly understands the role of County Administrator
- Goal driven, concise and results oriented.

Performance and Expectations

Administrative Ability: Must have demonstrated performance in working with staff to build consensus and the ability to select well qualified and motivated division heads. Excellent communication skills are required, including the ability to listen to and communicate with various segments of the community, while developing a strong relationship with the community. The County Administrator must be willing to devote whatever time is necessary to achieve the goals and guidelines established by county leadership. Knowledge of how to effectively use existing community resources and strong leadership qualities are extremely important.

Board of Supervisors Relations: Ability to take time and interest in working with Board of Supervisors members to keep them informed and explain technical processes. Should be able to adequately inform the Board on a regular and timely basis. The County Administrator must be able to accept constructive criticism and to implement needed changes incorporating new ideas. Incumbent must be open and able to present well thought out recommendations to issues and problems which affect the locality. The individual should be able to work closely with staff to interpret and carry out the Board's adopted vision statement and the intentions and directions of the Board enthusiastically.

Management: Must demonstrate a personality that can communicate the local government's goals and needs to division heads and county employees. Must be prepared to motivate employees and demonstrate fairness in dealing with staff. Should have demonstrated a commitment to teambuilding, equal employment opportunity, diversity and upward mobility of staff.

Budget and Finance: Should have demonstrated prior experience in successfully managing complex financial systems.

Compensation and Benefits

Salary range for the position is \$90,000-\$105,000, based on qualifications and experience. The successful candidate will receive a comprehensive benefits package to include:

- Virginia Retirement System Retirement Plan
- Paid Holidays, Vacation and Sick Leave
- Health, Vision, and Dental Insurance
- Group Life Insurance

Application Process

The application deadline date is Friday, November 4, 2011. Interested applicants should submit a cover letter and confidential resume minimally including three professional references to:

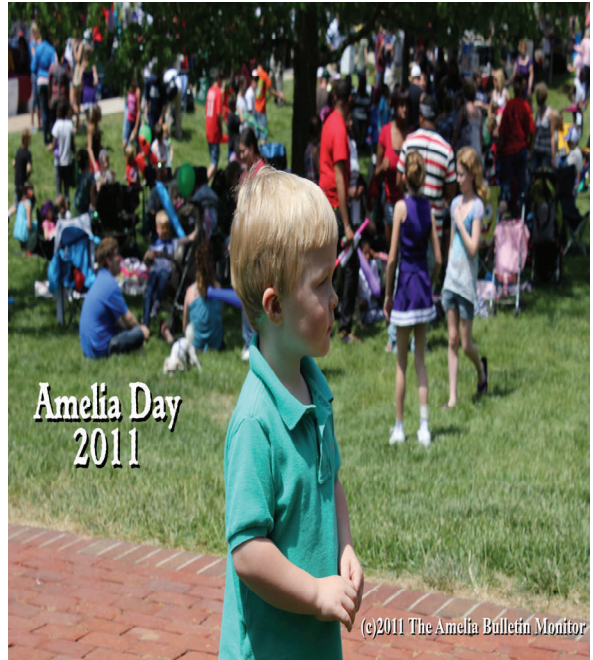
William H. Whitley
Interim County Administrator
P. O Box A
Amelia, Va. 23002

Electronic responses are preferred and should be directed to William.whitley@ameliacova.com .

- A pre-employment drug test and an extensive background check are required.
- An Equal Opportunity Employer Committed to Workforce Diversity

Mission Statement

Amelia County`s mission is to provide open responsive leadership for the County and to improve the quality of life for all citizens.



Amelia County at a Glance

County Seat: Amelia Court House

Organizational Form of County Government: Traditional; organized and operates pursuant to Virginia statutes

County Governing Body: 5-member Board of Supervisors elected by districts for 4-year staggered terms

Chief County Executive / Administrative Officer: County Administrator appointed by Board of Supervisors

Other County Elected Officials: 5-member School Board, Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff and Treasurer

Virginia House of Delegates District: 61

Virginia Senate District: 10th

United States Congressional District: 4th

For more information visit:

<http://www.ameliacova.com>