



# GOOCHLAND COUNTY, VIRGINIA

IS SEEKING A

# COUNTY ADMINISTRATOR

## **The Community**

Goochland County, Virginia is located in the heart of Central Virginia on the western edge of the Greater Richmond Region. State Route 288 and Interstate 64 connect the County with the region. Goochland covers 289 square miles and is approximately 13 miles west of Richmond, the capital of Virginia, and 25 miles southeast of Charlottesville, Virginia. Goochland is home to approximately 23,000 residents and is ideally located within short drives to beaches and mountains. Goochland is located about 90 minutes south of Washington, DC.

Goochland offers a business-friendly environment, excellent parks and recreational venues and is home to prestigious Fortune 500 companies such as Capital One, CarMax, and other top-tier companies including Luck Stone Corporation, VA Farm Bureau, Performance Food Group, Sheltering Arms Institute, Drive Shack, West Creek Medical Office Building, MEDARVA Surgery Center, and Audi Richmond. Goochland County offers an award-winning school system, ranked as one of only 10 school divisions of 132 in the Commonwealth to have all schools fully accredited for the last 12 years.

The quality of life in the County is accentuated by its natural beauty, as the James River flows the entire length of the County and forms its southern boundary. Wineries, cideries, breweries, Revolutionary War and other historic sites abound. The Goochland County Parks & Recreation Department sponsors sports and leisure activities for all age groups and has been awarded the Governor's Medal for recreational amenities.

Goochland County offers a high quality of life and a peaceful, serene place to live with an outstanding environment for its next County Administrator.

## The County Government

Goochland County is governed by a County Administrator and a five-member Board of Supervisors. Voters in each of the County's five magisterial districts elect one representative to serve on the Board for a four-year term. A chairman and vice-chairman are selected by the Board on an annual basis from among its members. The Board is responsible to hire a County Administrator to oversee the County's daily operations through department directors and other elected officials. The Board makes decisions on rezoning and other land use matters, passes ordinances, formulates policies, sets the annual County budget and, in general, directs the County government.

The County provides a full range of governmental services, including sheriff and award-winning fire and EMS protection, solid waste management, water and sewer services, parks & recreation, planning and development, and other traditional support activities. The County has a staff of approximately 225 full-time employees and operates with a Fiscal Year 2020 general fund budget of \$56.2 million and a total budget, including all funds, of \$87.5 million.



## Awards and Recognition

2019 Excellence in Virginia

**Government Award** (Community Enhancement)

Central High School Cultural & Educational Complex

Recognized as "Model" County for Transportation Planning—National Cooperative Highway Research Program

2018 Virginia Recreation and Park Society Award

Best New Renovation / Addition

Central High School Cultural and Educational Complex

2018 Governor's Award for Environmental Excellence

Silver Medal – Tucker Park at Maidens Crossing (Environmental Sustainability Plan)

2017 Best New Renovation/Addition – Population under 25,000 Central High School Cultural and Educational Complex Virginia Recreation and Park Society

2016 Virginia Governor's Technology Award

Best Citizen Portal – County Website

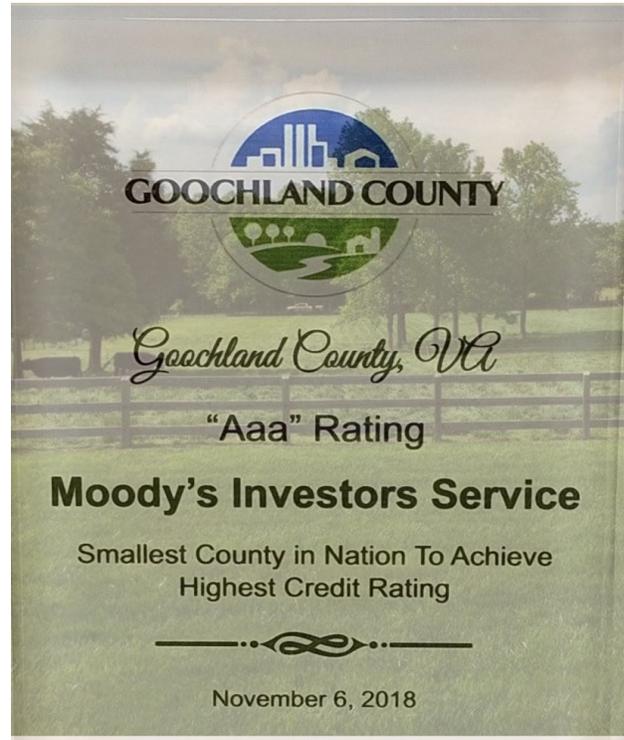
Center for Digital Government

2016 Digital Counties Survey Award

Ranked 7th in Up to 150,000 population category

2016 Best New Facility Award—Population under 25,000

Fall 2015 "History Edition" Program Guide Virginia Recreation and Park Society



**Financial Excellence**

Smallest County in the U.S. to earn AAA bond ratings from Standard & Poor's and Moody's

**Distinguished Budget Presentation Award**

Government Finance Officers Association

**CAFR—Comprehensive Annual Financial Report**

Government Finance Officers Association

**Recognized as Most Taxpayer-Friendly County**

**in the Nation** for outstanding performance on taxes, spending and transparency by the American City County Exchange (ACCE)



## The Position

The County Administrator is appointed by and serves at the pleasure of the Board of Supervisors. The Administrator directs the operations of Goochland County's government, balancing the day to day needs of the County's citizens while guiding the development of services and facilities that support a growing community.

### Major responsibilities:

- Develops and maintains positive relationships with citizens, the Board of Supervisors, Constitutional Officers, the School Superintendent, the School Board, independent Boards and Authorities, community groups, department heads, and other governmental entities.
- Oversees a continued and increasing commitment to promoting and building a diverse workforce.
- Serves as a trusted link between the citizens and the Board of Supervisors; keeping both informed of the other's concerns and needs with an emphasis on public outreach.
- Submits an annual budget to the Board of Supervisors, in accordance with general law, and executes the budget upon final adoption by the Board of Supervisors.
- Oversees that all ordinances, resolutions, policies, directives and orders of the Board of Supervisors and all laws of the Commonwealth are fully executed.
- Serves as the County Board of Supervisors liaison with the state and federal legislators and makes recommendations as to the County's legislative agenda, and as to the County's advocacy positions on introduced legislation.
- Attends, advises, and provides necessary information and participates in the Board of Supervisors meetings, public hearings, and other committee meetings.
- Analyzes administrative systems and provides recommendations that will improve efficiencies and increase responsiveness in all County departments.
- Provides leadership in the development of sound County policies and directives; interprets the policies and carries out the intentions and directions of the Board of Supervisors.
- Promotes positive employee relations and creates a team environment of open communication, problem solving and a shared awareness of County goals.
- Demonstrates skilled leadership rooted in personal and professional integrity and fully-informed decision making.

### Knowledge, Skills & Abilities:

- Knowledge and experience in successfully managing a government budget.
- Ability to develop and implement long-range financial planning, with the ability to articulate to all stakeholders the tremendous value of such long long-range planning.
- Ability to work in high-growth community that values transparency and accountability.
- Understanding of the various methods of maximizing resources, financing options, and ensuring a wise use of limited public resources.
- Ability to recognize and understand the unique challenges facing our public safety departments and each of our constitutional officers, and the ability to work effectively with those leaders in supporting them in meeting their challenges.
- Experience in developing and implementing a Capital Improvement Plan (CIP) and in strategic planning.
- Knowledge and understanding of the growing and changing nature of the role of IT in local government operations, and the ability to lead the County in advancing our optimal use of IT across all departments and securing our data and technology assets from internal and external threats.
- Innovative problem solving and the ability to execute projects and bring them to completion within budget and on schedule.
- Experience in economic and community development; and the desire to address situations of conflict and difficult decisions in a timely manner.
- Superior written and oral communications and negotiation skills, with the ability to make difficult recommendations and decisions in a timely fashion.
- Experience in economic and community development; familiarity with public incentives and experience in development negotiations.
- Superior written and oral communications and negotiation skills, and the desire to address situations of conflict and difficult decisions in a timely manner.

## Leadership Opportunities

**Broadband** – The Board of Supervisors look to the County Administrator to support the implementation of diverse Broadband/Internet strategies to provide Goochland citizens access and options for service provision consistent with goals set by the Governor’s Chief Broadband Advisor.

**Bond Rating** – The County Administrator will need a strong working knowledge of the bond rating process and issuing debt as the County prepares to seek its third AAA bond rating.

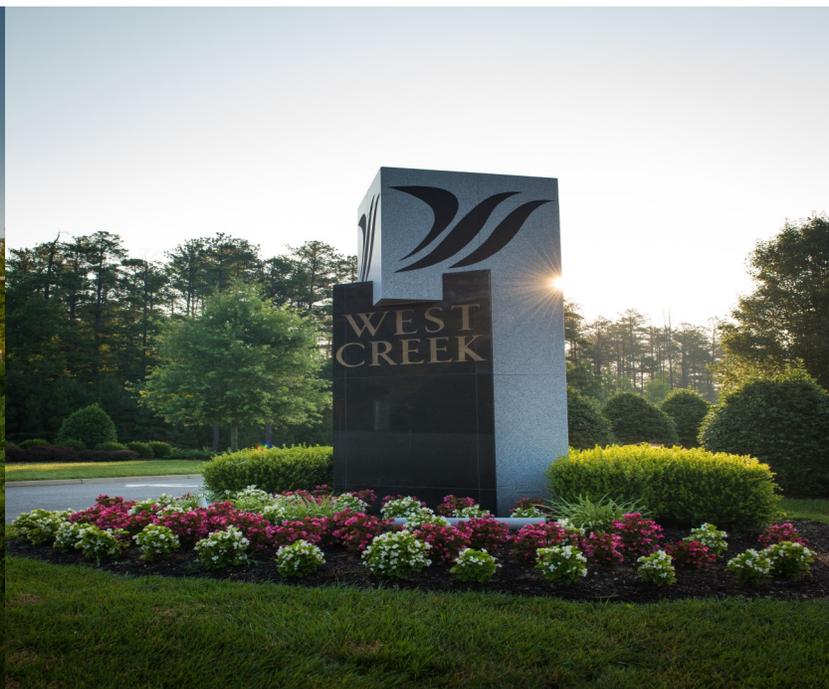
**New Elementary School Facility** – The County Administrator will need extensive experience working on large capital projects. The County is projected to build a new 96,000 square foot elementary school facility in Fiscal Year 2022. It will replace current aging facilities that are nearing capacity.

**New Circuit Court Building** – The County Administrator will provide leadership in the design and construction of a new Court building. It is expected the Circuit Court building will be located on the grounds of the existing County Courthouse Complex. The total projected square footage will be 41,800 square feet; a 60% increase of capacity by Fiscal Year 2023.

**Effective Communication** – The County Administrator will identify ways to expand internal and external communications to ensure transparency and to build understanding of issues being discussed and policy decisions made by the Board of Supervisors.

**Financial Stability** – The Board of Supervisors looks to the County Administrator to maintain fiscal sustainability by projecting long term revenues and expenditures and identifying potential revenue sources. The County Administrator will work with department heads and others to develop financial analyses and recommendations and provide information for policy and operational decisions.

**Public Safety** –The County Administrator will have experience in working with public safety professionals to provide leadership in the design and planning of new public safety facilities and will be prepared to facilitate and support the County’s planned growth in the numbers of paid employees in our Fire and Rescue services.



## Qualifications and Experience

The County Administrator position requires a Bachelor's Degree in Public Administration, Business Administration, or related field. A Master's Degree in Public or Business Administration is preferred. Minimum of eight (8) years of public management experience as a Chief Executive/Administrator or Deputy Chief Executive/Administrator in a high performing, comparably sized, growing community with a wide range of duties in operation and management is desired. Prior experience should show high levels of performance in areas that include finance and budget, growth management, long range and strategic planning, staff development, and maintaining positive lines of communication at all levels. Experience with rating agencies preferred. Designation as ICMA Credentialed status is preferred. County residency is required within a reasonable time of appointment to the position. Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities will be considered.

## Compensation and Benefits

Goochland County offers a highly competitive annual salary starting between \$175,000 - \$190,000 depending on the successful candidate's qualifications and experience. The County also provides a competitive benefits package including participation in the Virginia Retirement System.



## Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2622>

This position is open until filled; however, interested applicants are strongly encouraged to apply no later than June 15, 2020. Following this date, applications will be screened against criteria outlined in this brochure. For more information, please contact Patty Heminover at [patty.heminover@bakertilly.com](mailto:patty.heminover@bakertilly.com) or by calling 651.223.3058.

For more information about Goochland County, Virginia, please see their website at: [www.goochlandva.us](http://www.goochlandva.us)

Goochland County, Virginia is an Equal Opportunity Employer.



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