

Goochland County, Virginia



welcomes applications
for the position of
County Administrator



To apply, please submit your cover letter, résumé with salary history
and five (5) professional references [here](#)

Application deadline: February 7, 2016

Goochland County, Virginia

Background Information



Goochland County, conveniently located between Richmond and Charlottesville, lies just north of the James River and south of Interstate 64, in the fast developing, vibrant mid-Atlantic corridor of central Virginia. The County is located 105 miles south of Washington, D.C., 30 miles east of Charlottesville and only 15 miles west of Virginia's capital, Richmond. The County is within reach of numerous cultural activities from historic Civil War battlegrounds to nationally recognized museums and theaters in the Metropolitan Richmond area. Williamsburg, Washington D.C., the Blue Ridge Mountains, and Virginia Beach are all within a two hour

drive. The County has experienced moderate, well managed growth since the 2010 census, growing from 21,717 citizens to an estimated population of 21,936 in 2014. The County's 2014 median income was \$82,460 with an estimated median value for homes of \$271,000.

History

Goochland County was originally formed in March 1727. Sir William Gooch, the man for whom the new county would be named, arrived in September of 1727 and Goochland was not officially established until 1728. When Sir Gooch came to Virginia his title became Royal Lt. Governor William Gooch and he served as Lieutenant Governor of Virginia from September 8, 1727 to June 20, 1749. Goochland covered a vast amount of land on both sides of the James River, extending beyond the Blue Ridge Mountains. In 1744, Albemarle County was carved from the western part of the County and in 1748, Powhatan County was created south of the river.

At the time of its founding in 1727, Goochland was a frontier area and offered a natural setting for large plantations and country estates. Tuckahoe Plantation (a historical attraction today), the boyhood home of Thomas Jefferson, is the oldest recorded River Plantation in the County.



With the James River running through the midsection of the new county and an abundance of creeks, mills were built to grind grain and produce oils. By 1840, the Kanawha Canal (created by George Washington) was operating in the County, which gave way to the railroad. Goochland has 25% of the total length of the original canal.

The railroad was completed in 1880, and served as a vital link of communication in Goochland for many years. By 1916, each of the designated train stations was also a telegraph station along with the post office. With the creation of Interstate 64, Routes 6 and 250 assumed the roles of commercial and industrial business corridors.

Historically, agriculture, forestry and mining have played an important role in the County's economy. Their importance continues today and although the County has fewer farms, the more contemporary establishments are geared to crops, cattle and horses. The County's tradition of managed growth remains strong today; a combination of Goochland's history coupled with a realistic assessment of the County's future by the governing body working with the County's citizens has allowed the County to preserve its past while maintaining an excellent quality of life.

Government

Goochland County is organized under the 'County Administrator' form of government as defined under Virginia statute. The County, like most Virginia counties, operates without a charter and is influenced by the 'Dillon Rule', with specific powers granted by the General Assembly.

County Board of Supervisors

The Goochland County Board of Supervisors is the governing body of the County and is comprised of five Board members, who serve four-year quadrennial terms and represent individual magisterial districts. The Board of Supervisors selects its Chairman and Vice-Chairman annually during its reorganization meeting held in January. The Board enacts ordinances, establishes policies, sets the tax rates, and approves the budget in accordance with the desires of the residents and applicable state and federal laws.

Goochland's government provides a wide range of services to its citizens. Under the Board's direction the County is evolving from a rural government to one which is more sophisticated in the variety of services it offers, and the ways in which these services are delivered. Constitutional Officers provide key services in the areas of law enforcement, tax assessment and collection, and the courts.

The Board is highly active in policy development and is citizen and community oriented with a focus on the future as indicated by the adopted Strategic Plan. (Full plan can be found on the county's website). A synopsis of the plan follows:



Goochland County Strategic Plan

Vision: A prosperous and vibrant community rich with history and opportunity where the citizens and their rights and freedoms are protected.

Mission: To provide high quality services in an efficient, effective and accountable manner.

Guiding Principles

Honor Rights and Freedoms
Customer Focused
Collaborate
Innovate

Core Values

Customer Focused
Stewardship
Transparency
Integrity
Respect
Courage

Strategic Goals

- ❖ **Goal 1:** Efficient, effective, and transparent government with emphasis on customer service excellence
- ❖ **Goal 2:** Balanced development that contributes to the welfare of the community and preserves its rural character
- ❖ **Goal 3:** Excellence in Financial Management
- ❖ **Goal 4:** High quality core services including Education, Public Safety, and Community Health
- ❖ **Goal 5:** Positive work environment with a highly qualified, diverse workforce

Other Elected Officials

Under the Virginia form of local government, the County has five independently elected officials who provide core services in addition to the County Board of Supervisors. These include the Treasurer, Commissioner of the Revenue, Sheriff, and Commonwealth's Attorney, all of whom are elected for four year terms, and the Clerk of Circuit Court, who is elected for an eight year term.

Commissioner of the Revenue: The Commissioner of the Revenue is responsible for administering the County's Tax Relief for the Elderly and Disabled Program, assessing all personal property and certifying vehicles to qualify for the Personal Property Tax Relief Act, and administering the County's business license program. The Commissioner's office also administers the County's elderly and disabled tax relief and disabled veteran's relief applications. About four years ago, the Commissioner's Office assumed the responsibilities of running the DMV Select office. Assistance with State Tax Returns is also a service provided by the Commissioner's Office.

Treasurer: The Treasurer is responsible for the collection of all taxes and revenues due to the County and maximizes the investment return and security of all public funds. The County Treasurer's Office, for the first time, received Accreditation with Master Governmental Treasurer certifications through the Weldon Cooper for Public Service in 2015.

Sheriff: The Sheriff's Office is a multi-faceted law enforcement agency which provides many public safety services for the citizens of Goochland County. The Office employs forty-seven full-time and part-time employees (including court services), and ten dispatchers. Communications officers supervise the County's enhanced 911 system and dispatch deputies, other police agencies, and fire/rescue units 24 hours a day. The Office is also responsible for the security of three court rooms, the movement of prisoners, and enforcement of court orders. Henrico County jail houses Goochland inmates under a per diem agreement. In addition, deputies enforce all criminal and traffic laws and investigate criminal complaints in the County. A new Emergency Communications and Operations (E911) Center is currently under construction, and serves as a crucial component of the County's Public Safety Radio Communications project.

Commonwealth's Attorney: The Commonwealth's Attorney is responsible for providing the County with legal representation in the prosecution of all criminal, traffic, and juvenile offenses in the General District, Juvenile and Domestic Relations, and Circuit Courts including appeals to the Virginia Court of Appeals and the Supreme Court of Virginia. The Commonwealth's Attorney also provides legal advice to all local and State law enforcement agencies and officers investigating matters in the County.

Clerk of Circuit Court: The Clerk of Circuit Court manages all civil and criminal cases which are brought before the circuit court, provides assistance to judges in the performance of their judicial functions, files and records all appropriate real estate and personal property documents including deeds, deeds of trust, surveys, financing statements and judgments, issues marriage licenses and concealed handgun permits, processes adoptions, divorces and name changes, maintains court records and certain specific County records, and makes available for inspection and reproduction all such public documents in order to assist in the fair administration of justice according to existing law.

Major Departments and Functional Areas of Goochland County Government

County Administrator

Under the direction of the Board of Supervisors the County 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 and serves in an advisory capacity to the Board of the Supervisors. The County Administrator is responsible for effectively and efficiently implementing policy and directives as deemed by the Board, ensuring smooth delivery of services to County citizens, identifying challenges facing the County and providing the Board with accurate, timely information on which to base their decisions. The Administrator serves at the pleasure of the Board of Supervisors, implements its policies, appoints agency heads, and directs business and administrative procedures.

Currently the County staff consists of approximately 189 full-time equivalent employees (not counting Schools), distributed among County departments and the County's Constitutional Officers who are involved in delivery of core services to citizens. The FY2016 adopted budget for all County funds totals \$65,590,799. The County received an AAA issuer credit rating from Standard & Poor's Rating Services in its first-ever attempt at such a rating in February 2015, reaffirming strong financial management practices.

County Assessor

The County Assessor's office is responsible for the annual assessment of all real estate in Goochland County and for the maintenance and retention of accurate and up-to-date property records. This information is available in the office as well as on the County's website. The Office also administers the Land Use Assessment Program.

County Attorney

The County Attorney, appointed by the Board of Supervisors, is the general counsel for the County government. By statute, the County Attorney represents the County of Goochland, the Board of Supervisors, and the various boards, commissions, departments and agencies of the County. He defends lawsuits against the County and his various clients. He prosecutes County ordinance violations. He drafts and approves ordinances, contracts, and other official documents as to form. He gives day-to-day legal advice to his governmental clients. The County Attorney does not prosecute criminal cases for the Commonwealth. This is the duty of the Commonwealth's Attorney.

Community Development

The Community Development area is guided by a Deputy County Administrator. Community Development is comprised of six major components: Administration, Building Inspection, Convenience Centers, Environmental and Land Development Review, Planning and Zoning, and Public Utilities. Planning and environmental functions include active development, revision and adjustment of the County's comprehensive plan, short and long range planning, management of the County's proffer system, administration and enforcement of the County's zoning, subdivision, erosion and sediment control, building codes and nuisance ordinances and design standards. The 2035 Comprehensive Plan, which will help guide the physical development of the County for the next 20 years, was adopted in August 2015. Transportation Improvements have been outlined in an Arterial Management Plan, as the County seeks State funding for the Route 288/Broad Street interchange, I-64/Ashland Road interchange, and the Patterson Avenue corridor.

The County provides solid waste and recycling services at two well positioned Convenience Centers. The centers are available, free of charge, for use by County residents who have proof of residency for disposal of household trash and recyclable items. Fees are charged to dispose of certain items, such as brush, automobile tires, air conditioners, refrigerators and other appliances containing Freon.

The Utilities Department has approximately 1,369 residential and 261 non-residential water and/or sewer customers as of October 2015. To facilitate better decision-making in the future, a countywide Utility Master Plan was completed in January 2015, identifying the short term and long term needs of the County's water and sewer infrastructure. Several recommendations from the UMP are in the process of being implemented.

Economic Development

The County's economic development program is actively engaged in working with the County's Economic Development Authority to retain existing businesses and expand new job opportunities in the County. The County has seven business/office/industrial parks: Goochland Industrial Park, Oilville Business Park, Old Dominion Industrial Complex, Lanier Industrial Park, Rockville Commerce Center, Midpoint Industrial Park, and West Creek Business Park. Goochland Industrial Park, Oilville Business Park, and Midpoint Industrial Park were publicly developed and are publicly owned; all other parks are privately owned.

West Creek Business Park ("West Creek") is the largest development, encompassing over 3,500 acres in the eastern portion of the County. Capital One Bank Services ("Capital One"), the County's largest employer, is a tenant of West Creek. The Capital One 316-acre campus has eight office buildings as well as a multipurpose building. Other tenants in West Creek include the corporate headquarters of the Virginia Farm Bureau, the

corporate headquarters of Performance Food Group, the corporate headquarters of CarMax and a major satellite office facility for the Federal Reserve Bank of Richmond, Hallmark Youth Care and Manakin Trade Center, a multitenant 80,000 square foot office complex. A new apartment complex and a medical office building recently opened in West Creek. The latest new major development in West Creek is the establishment of a new Hardywood Park Craft Brewery complex, complete with a 60,000 square foot brewery, packaging and distribution hall, a taproom, an amphitheater, an extensive garden, and equipment to increase production capacity for its award-winning craft beer. In July 2015, the Governor announced this \$28 million project that will be developed over the course of the next five years, supported by State as well as local incentives.

Financial Services

The Finance area is guided by a Deputy County Administrator. The Finance area provides assistance in development and monitoring of the County's operating and capital budgets and provides accounting and payroll functions. Support for the external audit is also provided by this area. In addition, the Purchasing function is under this area. Over the last 5 years, numerous debt and financial management policies have been adopted and implemented. In February, 2015, the County received a AAA bond rating from Standard & Poor's rating agency. The County's annual adopted budget document (with five years of operating and capital projections) received a second consecutive Distinguished Budget Presentation award from the Government Finance Officers Association in September 2015.

Fire-Rescue

Goochland County Fire-Rescue is an All-Hazard combination Fire-Rescue Department that provides both emergency and non-emergency services to the residents, businesses, and visitors of Goochland County. The department is composed of a full-time paid Fire-Rescue Chief, two Deputy Chiefs (1 career and 1 volunteer), a part-time Fire Marshal, and six District Chiefs. The District Chiefs who are volunteers are responsible for the administrative oversight of the six stations and are assisted by Captains and Lieutenants. The organization consists of roughly 200 volunteers and 27 full-time and 11 part-time career Firefighter/EMTs who are cross-trained to provide fire suppression duties as well as EMS-related services that range from Basic Life Support to Paramedic.

The Department is funded by a combination of tax dollars and Cost Recovery from the billing of EMS transports. The first County-owned fire station in the Hadensville area is under construction, with the new station expected to open in September 2016. No borrowing has been necessary for this project.

Information Technology

The Information Technology Department is responsible for the procurement, installation and maintenance of the County's information technology resources. The department also manages all telephone and voice related services for County agencies. A new County website was launched in September 2015, which is much easier to use and navigate for citizens, further enhancing transparency. A three-year Technology Plan has been established and implemented, with yearly updates presented to the Board of Supervisors.

Office of Children's Services

The Office of Children's Services promotes youth development and works to prevent juvenile delinquency and is the central point of information within County government for youth-related issues. The office brings together community groups and agencies such as schools, social services and the community services board, to assist in establishing or expanding programs and services for high-risk youth. The office oversees the FAPT and CPMT committees.

Parks and Recreation and Facilities

The Parks, Recreation, and Facilities Management department provides a variety of quality programs and facilities to meet the leisure and facility needs of Goochland County citizens, general government employees, and visitors. The primary responsibilities and objectives of the Department are to ensure Goochland County citizens are provided well balanced leisure activities, to provide a clean and safe environment in all parks, recreation, and general government facilities and to manage these County resources utilizing best management practices. Parks and Facilities Management also provides grounds maintenance services for the County's Schools. This service is paid for by the Schools.

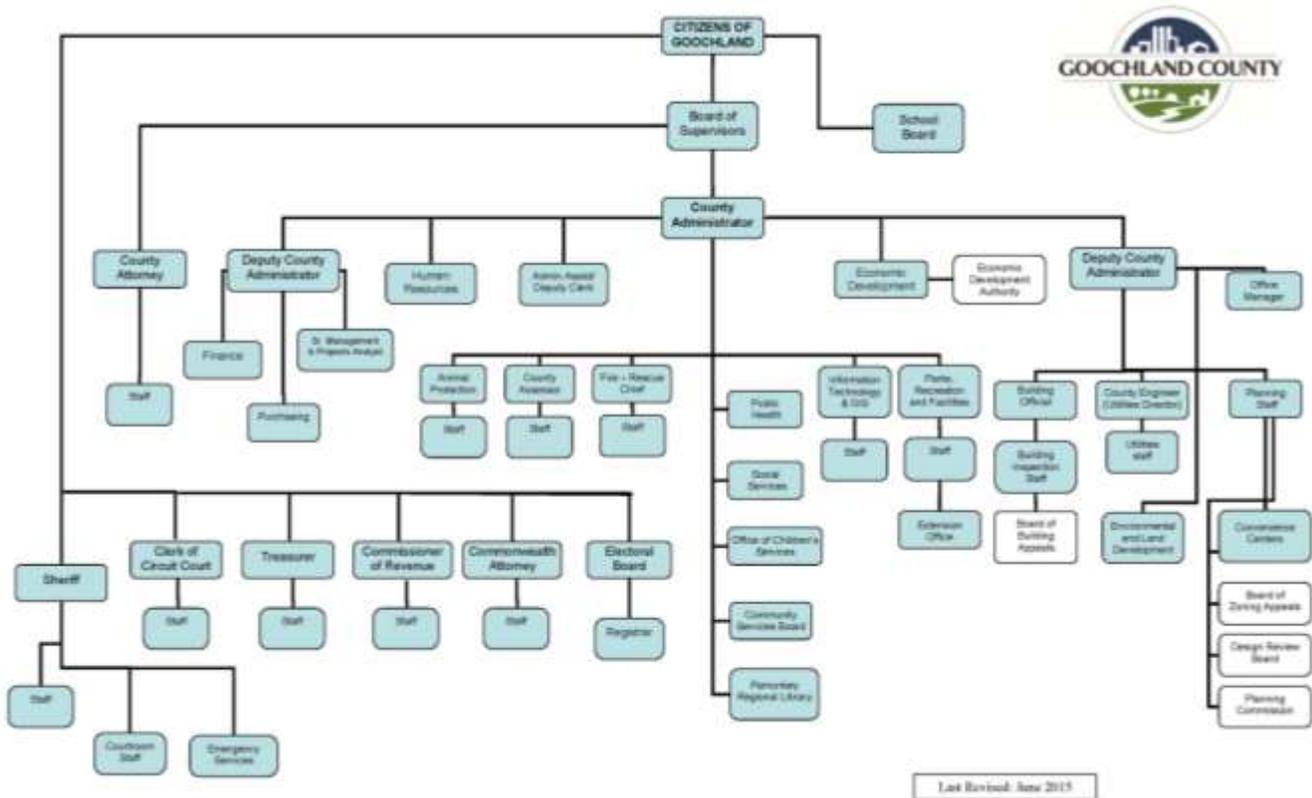
Education

The public school system in Goochland consists of approximately 2,560 students. Today there are three elementary schools (Byrd Elementary, Goochland Elementary, Randolph Elementary), one middle school (Goochland Middle School), and one high school (Goochland High School). There are two centers, one serving pre-school children and gifted children in grades 3-5 and another serving students who require an alternative setting. The system is committed to excellence in education and maintains a low student-teacher ratio. All schools are fully accredited under Virginia Department of Education standards, and boast some of the highest standardized test scores in the region. The school system also offers a robust CTE curriculum for students and a JROTC program.

The County also has numerous colleges and universities located within a reasonable driving distance. Among them are: the University of Richmond, Virginia Commonwealth University, Virginia Union University, Virginia State University, Longwood University, the University of Virginia, satellite campuses of both the University of Virginia and Virginia Tech and Randolph Macon College. In addition, the County is home to Reynolds Community College-Goochland Campus.

Other Services – Regional Partnerships

Regional partnerships include participation in the Goochland-Powhatan Community Services, the Chickahominy Health District, the Cooperative Extension with Virginia Tech, and the Pamunkey Regional Library. Goochland County does not operate its own detention facilities, as the Henrico County Jail houses adult prisoners, and the James River Detention Center houses Goochland’s juveniles. The Goochland Department of Social Services is located in the County Administration building, operates primarily under the direction of the Social Services Board and the Virginia Department of Social Services.



For more information on Goochland County, please visit their website at <http://www.goochlandva.us/>

Goochland County, Virginia County Administrator Qualifications

Education and Experience

A bachelor's degree in business or public administration or related field required, master's degree in public or business administration preferred. At least eight (8) years of public management experience as a Chief Executive/Administrator or Deputy Chief Executive/Administrator in a high performing, growing community with a wide range of duties in operation and management is desired. Individual must be able to demonstrate experience and proven success in finance and budget, growth management, strategic planning and performance measures, staff development, and collaboration with agency counterparts and citizens. ICMA Credentialed status for candidates is desired.

Skills and Past Performance

Administrative ability. Must demonstrate a high level of ability in working cooperatively with a variety of departments, Constitutional Officers, the County's School Superintendent, independent Boards and Authorities and citizens in a growing and transitional community. Must be able to analyze administrative processes and provide recommendations to enhance efficiency and responsiveness for delivery of services. Superior written and oral communications and negotiating skills are a must, including the ability to make difficult recommendations and decisions in a timely manner.

Board and intragovernmental relations. Ability, interest and willingness to take time in working with the Board, Constitutional Officers, citizens and various advisory boards and commission members so that they may be well informed. Must communicate regularly with the Board providing updates on relevant matters. Must be willing to challenge the Board and staff with new ideas. Must be able to accept constructive criticism and implement needed changes. Must be skilled at presenting all sides of an issue in a clear, concise and unbiased manner. The individual must be able to develop sound County policies and directives, interpret the County's policies and carry out the intentions and directions of the Board of Supervisors enthusiastically.

Budget and finance. Must demonstrate significant knowledge and experience in successfully managing a county or city budget of comparable size and complexity including making recommendations regarding funding for the local School Board. The County recently achieved a AAA bond rating from Standard & Poor's-the applicant must demonstrate an understanding of rating criteria and the importance of maintain this rating. Long term, the County plans to borrow for significant capital projects (a new circuit courts building and a new elementary school), the candidate must demonstrate an understanding of financing options available to the county and be able to make recommendations on the best course of action for the county. Must demonstrate conservative budget practices and knowledge of sound, conservative operating and debt management policies. Must embrace long range financial planning to ensure that the county is able to weather economic cycles and shifts in Federal and State funding and policies. The county operates a large service district in the East end of the County-candidates must demonstrate knowledge and experience with service districts.

Human resource management. Must demonstrate the ability and personality to communicate the Board's vision, goals and directives to county staff. Must be engaged with and able to lead and motivate staff to achieve the highest performance possible. Must demonstrate the ability and willingness to hold staff accountable while expanding training opportunities to maintain and improve employee and organizational efficiency and performance. Must demonstrate a commitment to diversity in the workplace.

Community relations. Candidate must be skilled at facilitating and actively engaging public discussions to achieve positive outcomes for all and have the ability to understand the diverse and changing needs of various community and private sector groups in the Goochland community. Candidate should be able to present a confident image of the local government to the community at large.

Government relations. Must be able to build upon existing relationships with other local governments, regional organizations and state and federal agencies.

Professional Skills and Management Style

- ❖ Strong, confident, proactive and dynamic leader
- ❖ Team builder; ability to mentor and empower staff
- ❖ A Strategic thinker; always able to keep the 'Big Picture' in mind
- ❖ Ability to cultivate and maintain positive relationships with members of the Board of Supervisors, Constitutional Officers, the School Board, citizens, public safety providers, community groups, department heads and other governmental entities
- ❖ Trusted individual, who accepts direction from the Board of Supervisors and is able to implement complex policies in a timely manner
- ❖ Results oriented and transparent in all dealings
- ❖ Ability to analyze large amounts of complex information and develop reasonable, practical and innovative solutions to identified internal and external problems and management issues.
- ❖ Fair in approach to decision making; consistent and firm in the application of policies, rules and laws
- ❖ Strong negotiator able to adequately communicate and defend the County's position
- ❖ Ability to communicate with a variety of constituencies without intimidation and condescension
- ❖ A self-starter, innovative and hardworking
- ❖ Cognizant of dual role as a public servant and public official
- ❖ Ability to provide confident thorough recommendations to the Board
- ❖ Courage to do what's right, even in the face of adversity
- ❖ Flexible, can adjust to changing leadership

Personal Traits

- ❖ High moral standards, ethical, honest, open and candid
- ❖ Analytical with good common sense
- ❖ Inclusive in the decision making process with a 'can do' attitude
- ❖ Mature, self-confident, good sense of humor
- ❖ Compassionate in dealing with others
- ❖ Excellent communicator who enjoys relating to and being with a wide variety of people
- ❖ Tactful, discrete, diplomatic and apolitical
- ❖ Creative, open to new ideas
- ❖ Accessible, highly responsive, customer service oriented
- ❖ Humble
- ❖ Community oriented, visible and contributing member of the community

Areas of Focus

- ❖ Implementation of the County's Strategic Plan, mindful of the County's vision and mission
- ❖ Balancing growth while maintaining the County's rural character; particular focus on the impact on public services that growth can bring
- ❖ Development of a "sense of place" with emphasis on "village" planning and focus in areas designated for that vision
- ❖ Continuing to promote economic development opportunities and the excellent quality of life in the County-for example, the expansion of broadband
- ❖ Continuing to enhance citizen and business engagement and communication
- ❖ Continuing conservative financial management practices with a focus on continuously preparing the County for changing economic cycles and shifts in Federal and State funding and mandates
- ❖ Continuing to build upon the County's existing regional partnerships and cooperative efforts, particularly as it relates to service delivery

Compensation and Benefits

The salary for the position is negotiable, based on qualifications and experience. Benefits include but are not limited to automobile allowance, participation in the Virginia Retirement System, deferred compensation, vacation and sick leave, group life insurance, medical insurance, professional dues and conference expenses. Moving and relocation expenses may be negotiated with the County. County residency is required within a reasonable time of appointment to the position.

Application and Selection Process

The application deadline is February 7, 2016. To be considered, please submit your cover letter, resume with salary history and five (5) professional references online by visiting our website, <https://waters-company.recruitmenthome.com/>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by Goochland County. The County will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Goochland in March 2016. For more information, please contact John Anzivino at richmond@waters-company.com.



Goochland County is an Equal Opportunity Employer.