



Isle of Wight County, Virginia County Administrator

History and the Community

Established in 1634 and considered one of the oldest county governments in the United States, Isle of Wight County is nestled on the shores of the James River in southeastern Virginia and consists of over 320 square miles, including the Towns of Windsor and Smithfield. County residents enjoy an atmosphere which is rich in history dating back to 1608 when Captain John Smith traded with the Native Americans who called the land making up Isle of Wight County home. Named after the Isle of Wight in the English Channel, the area is also home to the nation's only original Gothic church, St. Luke's, which was constructed in 1632 and designated a National Historic Landmark in recognition of its architectural and historic significance. Today, the county is part of the Virginia Beach-Norfolk-Newport news Metropolitan Statistical Area and is home to over 35,000 residents. Its strategic location places it just minutes from Hampton Roads, one of the country's busiest transportation hubs, and includes the Port of Virginia, interstates, passenger rail and freight and international airports.

County residents enjoy a charming small town atmosphere set a short distance from a major metropolitan area of the mid-Atlantic. The Hampton Roads region, a center for commerce, arts and cultural activities in both the state and the nation, provides residents and prospective businesses with a wide range of opportunities.

Major employers in the County include Smithfield Foods, the world's largest ham manufacturer, Keurig Green Mountain Coffee Roasters, Inc., International Paper Company and Consulate Health Care of Windsor; with the County's most recent unemployment rate standing at 5.2%, slightly above the state average of 5.0%.

Agriculture remains a major component of the County's economy and the large, affordable and a highly qualified labor pool in Isle of Wight County is filled with diversified skill sets and provides a complete, attractive workforce to businesses. In an effort to remain community focused and promote well-planned growth, Isle of Wight County promotes economic development and encourages and welcomes new businesses as the County continues to work toward diversification of its tax base.



Educational Opportunities

Academic opportunities in the region are far-ranging, specifically in the area of higher education – with eight (8) universities and four (4) community colleges offering diverse learning experiences in a variety of program areas. Paul D. Camp Community College is located within the County and offers two-year associate’s degree programs as well as workforce trainings and professional certificates. Institutions within an hour’s drive of the County include Old Dominion University; Thomas Nelson Community College at Hampton, Chesapeake, Norfolk or Portsmouth; the College of William and Mary; Regent University Virginia Beach Campus, Norfolk State University, Christopher Newport University and Hampton University. In addition, there are numerous workforce development facilities in the Hampton Roads region that offer certificate programs in a variety of specialty areas.

The Isle of Wight public school system is well recognized for the quality of its curriculum and boasts an on-time graduation rate of 92.6%, with 83.1% of the school division’s graduates continuing their education. The School Division consists of five (5) elementary, two (2) middle schools and two (2) high schools which house over 5,500 students.



Recreation and Community Culture

Isle of Wight is considered an outdoor enthusiast’s paradise, with activities such as fishing, sailing or crabbing on the James, Blackwater or Pagan Rivers readily available. A variety of leisure activities are made possible through access to a public beach, three (3) marinas, three (3) parks, two (2) campgrounds, wildlife refuge, several fishing and hunting clubs or horseback riding. The Cypress Creek Golf Club offers an 18-hole facility as well.

Known for its historic past, Isle of Wight is home to several notable sites and buildings. The Isle of Wight County Museum interprets local history through exhibiting prehistoric fossils, the Civil War and Native American history.

Two (2) of the county’s oldest historic attractions include Boykin’s Tavern Museum and St. Luke’s Church. National historic attractions within an hour’s drive of the County include Williamsburg, the Colonial Capital of Virginia, and Jamestown, the first permanent English settlement. Six (6) shopping centers and over 100 retail and service-related businesses are located within the County and provide a wide range of shopping opportunities. Main Street Smithfield is also a popular shopping area, with a large number of antique and specialty stores. Other nearby attractions include Busch Gardens and Water Country in Williamsburg, Chippokes Plantation State Park in Surry and Seashore State Park in Virginia Beach. The County’s close proximity to Virginia Beach and Newport News also enables residents to enjoy numerous sporting events, concerts and attractions.

Community Services

Isle of Wight County is has well-developed rail, air and highway systems. The County’s major travel routes include Interstate-664 and Interstate-64 as well as Highways 460, 258 and 17. For travel by air, there are two (2) airports located less than an hour’s drive from the County, Newport News-Williamsburg International Airport and Norfolk International Airport. Each airport offers numerous domestic and international flights as well as nationwide connections. The Port of Virginia, located in the Hampton Roads region, is the third largest port on the East Coast and one of the most successful commercial shipping ports in the United States. The Port links Virginia and the mid-Atlantic to more than 250 ports in more than 100 countries, with a large amount of its freight and commodities passing through Isle of Wight.

Isle of Wight residents receive medical care in the cities of Franklin, Suffolk, Newport News and the Town of Smithfield. Southampton Memorial Hospital, located in Franklin, is a 225-bed facility which offers 24-hour emergency care, surgery, obstetrics and diagnostic services. The Louise Obici Memorial Hospital in Suffolk is a 243-bed, full service hospital and Riverside Regional Medical Center, located in Newport News, offers a full range of services as well. St. Luke’s Urgent Care, operated by Sentara, is located within the County and offers residents board-certified physicians who are trained for a wide variety of medical needs. Also located within the County is Smithfield Manor Convalescent Home, a long-term and assisted care facility. Over thirty (30) physicians and seven (7) dentists maintain practices in Isle of Wight County.

Isle of Wight County Government

Mission: *As a community of choice, Isle of Wight County is committed to providing an excellent quality of life for all citizens through the provision of fiscally responsible services and programs.*

The County is governed by a five-member Board of Supervisors who are elected by district on a staggered term basis. The Board is responsible for setting county tax rates, establishing policies, constructing and maintaining County buildings, enforcing ordinances and appointing the County Administrator, who manages the daily operations of the County.

Isle of Wight County provides a wide array of services including public safety, health and welfare, parks and recreation, community development, stormwater and public utilities. The County is staffed with 249 full-time employees and is operating with a Fiscal Year 2016 budget of \$162.6 million for the thirteen (13) funds which support County services. The County real estate tax rate is currently at \$0.85 per \$100 of assessed value and the County holds a AA+ bond rating.

Economic Development is a vital component for the continued growth and prosperity of Isle of Wight, and an area of focus for the Board of Supervisors. The County is working to attract and retain new businesses and investments as well as provide quality employment opportunities for County citizens through diversifying its economic base. A major economic development initiative which the County has invested in is Shirley T. Holland Intermodal Park, a 3,200 acre business park offering affordable sites for businesses, with the focus being placed on its proximity to the Port of Virginia. Currently, the Park is home to three (3) national companies, Cost Plus World Market, Safco Products and Keurig Green Mountain, which together employ over 700.

Strategic priorities which the Board of Supervisors has adopted for 2016 include:

- ❖ *Effective Governance and Community Partnerships*
- ❖ *Economic Well-Being and Quality of Life*
- ❖ *Managing Growth and Change*
- ❖ *Funding the Future*

The County Administrator's Position

The County Administrator serves at the pleasure of the Board of Supervisors and directs and supervises the operations of all County departments and agencies which are under the direct control of the Board. The County Administrator provides administrative support to the Board and is responsible for preparing the County's annual budget, for advising the Board as to the financial condition of the County and preparing agendas for the regular meetings of the Board. Isle of Wight, a full-service community, is also engaged in numerous unique partnerships with neighboring jurisdictions and associations, and the Administrator is responsible for maintaining those unique relationships which have been established.

The County Administrator also has responsibility for the execution of all resolutions and orders of the Board and the implementation of the Board's directives. The Administrator assists in preparation of the County's strategic plan and implementation of the plan while ensuring the Board's service and partnership with the citizens and all of its regional partners are maintained.



Education and Experience

A bachelor's degree in business or public administration, political science, or related field is required; with a master's degree in a related field encouraged. At least ten (10) years of progressively responsible management experience as a Chief Executive/ Administrator or Deputy Chief Executive/ Administrator in a comparably sized, growing community, business or non-profit organization with a wide range of duties in operation and management is desirable. Past experience of the candidate should exhibit a high level of interest and successful achievement that provides strong leadership in areas that include building transparent systems, utility system management, economic and community development, working with and understanding the needs of existing businesses, understanding the needs and challenges of working in a diverse, but developing rural community, building Board and community consensus and dealing with public finance issues.

Skills and Past Performance

Administrative Ability. Must have demonstrated the ability to ensure administrative practices are well-organized and up to date in a changing community or organization. Must be able to analyze systems and provide recommendations with an eye to the future to develop efficient and highly responsive operations for a variety of diverse functions to ensure that they are operating efficiently.

Board and Intergovernmental Relations.

Demonstrated ability as a strong relationship builder with solid skills in working with groups while managing the County's relationships with its citizens and maintaining and growing relationships with the County's Constitutional Officers and School Division. Understands the Administrator's relationship with the Board of Supervisors in managing the daily operations of the County. Ability, interest and willingness to take time to work with the Board, School Superintendent, Constitutional Officers, citizens and various advisory bodies to ensure that they are well informed and understand complex and technical issues is desired. Should be willing to provide an acceptable level of detail and adequately inform the Board 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 challenge the Board and staff with new ideas and be able to accept constructive criticism and to implement needed changes in County processes and programs.

Budget and Finance. Should have significant experience in successfully managing an operating and capital budget of comparable size and complexity while achieving results in a business-like, conservative manner. Must have a broad view of activities and events external to the County which could impact the County and its future financial condition. Must understand the various methods of maximizing resources, financing options and ensuring a wise use of limited public resources while demonstrating the need for and value of long range financial planning.

Human Resource Management. Team oriented with solid skills in managing all forms of relationships and a bright and engaged workforce; providing leadership to department heads but relying on the expertise of staff to carry out assigned functions. Provides the 'big picture' to staff while not micro-managing processes. Must demonstrate a personality that can communicate the Board's goals, needs and directives to County employees in a manner which allows for significant 'buy-in'. Must be engaged with and able to lead and motivate County employees under his /her direction to a continuing level of high performance and demonstrate fairness in dealing with staff.

Community Relations. Must be actively engaged and visible in the community and have the ability to understand the diverse and changing needs of various community groups and private sector entities in Isle of Wight County. Candidate should be able to present a confident image of County government to the community at large.

Other Key Characteristics:

- ❖ Complete and absolute integrity; ensuring ethical, honest and personable interactions
- ❖ A sincere commitment to public service and representative democracy
- ❖ Strong financial management skills
- ❖ Ability to communicate clearly and effectively, both orally and in writing
- ❖ Strategic outlook while paying attention to the details of day-to-day operations
- ❖ A commitment to customer service, continuous improvement, and excellence
- ❖ Diplomatic and decisive leadership, combining intelligence and common sense with vision, initiative and courage
- ❖ A positive, "can-do" attitude that serves as an example to others

Issues and Challenges Facing the County

- ❖ Continuing to build and enhance the County's economic development program through attracting new businesses and diversifying the County's economic base.
- ❖ Managing the County's fiscal resources in a manner that takes advantage of creative opportunities to reduce debt and free up resources for service delivery.
- ❖ Building trust which promotes cooperative working relationships among all County agencies and staff members.

Compensation and Benefits

The salary for the position is negotiable dependent upon the candidate's education and experience. Benefits include, but are not limited to participation in the Virginia Retirement System, automobile allowance, 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 **May 8, 2016**. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references online by visiting Waters & Company Executive Recruitment (WCER) website at <https://waters-company.recruitmenthome.com>. Following the filing date, résumés will be screened by Waters & Company based on the criteria established by the County. The County will review recommended candidates who most closely meet the established criteria and finalists should be interviewed in Isle of Wight in late May 2016. For more information, please contact **John Anzivino** at richmond@waters-company.com.



Isle of Wight County is an Equal Opportunity Employer.

