

# County Administrator

## Pittsylvania County *Virginia*



Considered the largest county in Virginia, Pittsylvania County consists of 982 square miles and is an economically diverse community with a strong agricultural, historical and manufacturing base. Situated in the south-central Piedmont plateau region, the county's land is rolling and hilly, with Smith Mountain serving as the highest point in the County at 2,043 feet high. The county is bordered by the North Carolina state line and the City of Danville and is currently home to nearly 63,000 residents. A well-connected and strategically situated community, Pittsylvania is an ideal location to do business, work and live.

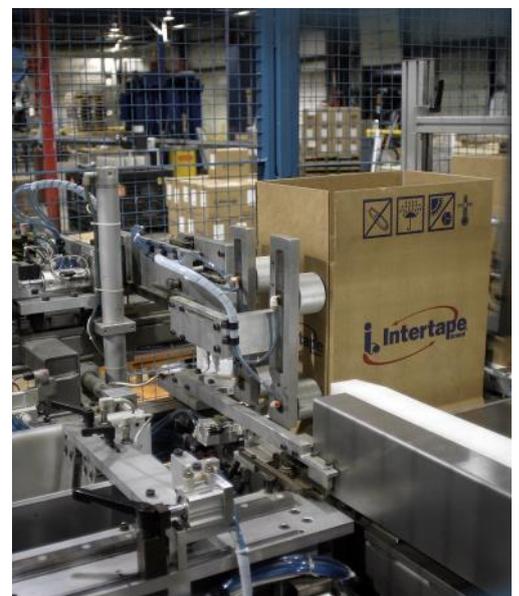
### Brief History

The county was formed in 1767 from Halifax County and assumed its present boundaries in 1777. It was named for William Pitt, First Earl of Chatham, a British Statesman who served as Prime Minister of Great Britain from 1766 to 1768.

Pittsylvania has developed a substantial manufacturing and commercial base largely as a result of excellent highway and rail transportation systems. The county is part of the Danville MSA, representing a major market and trade center for Southside Virginia. Chatham, the county seat, is 140 miles from Richmond, 68 miles from Roanoke, 50 miles from Lynchburg, and 96 miles from Raleigh, North Carolina. The county is served by US 29, US 58, and US 360. Easy access is available to Interstates 40, 85, 95 and 64. I-785 will soon connect the county to the I-85 corridor.



At 4.5% in April 2016, the unemployment rate in Pittsylvania County is slightly less than the national average. Major employment sectors within the County include healthcare, government, retail, manufacturing and construction. Signifying the county's growing presence as an international epicenter for business, Swedwood, the industrial group within IKEA, opened its first furniture production location in the United States in Pittsylvania County and produces a variety of wood-based IKEA products to supply North America and brings many jobs to the County as well.



# A Glimpse Into Pittsylvania County...

## Educational Opportunities

The Pittsylvania County Public School system touts an on-time graduation rate of 91.0% at its four high schools. The 9,239 student enrollment also includes 10 elementary and four middle schools. Higher education facilities in the area include Danville and Patrick Henry Community Colleges, Averett University, New College Institute, and American National University campuses. Pittsylvania County industries are supported by programs developed by the Regional Center for Advanced Training and Technology that directly champion the needs of local industries. This partnership between area educational, governmental and private leadership institutions serves the region through the implementation of strategic research, regional technology access, advanced learning, community conference and business development opportunities.

## Medical Care

County residents are served by two hospitals: The Danville Regional Medical Center and the Centra Gretna Medical Center. Residents also have easy transportation access to the extensive medical resources of Duke University Hospital, Lynchburg General Hospital, Virginia Baptist Hospital, University of Virginia Hospital, and North Carolina Memorial Hospital. Over 80 physicians and 40 dentists are available in the Danville-Pittsylvania region.

## Transportation

Lynchburg Regional Airport and Roanoke Regional Airport are both located within 75 miles of the county. Piedmont Triad International Airport is located 77 miles southwest in the Greensboro region, and Raleigh-Durham International Airport is located 87 miles southeast of the County, allowing easy access to air travel .

## Recreation and Leisure

A moderate climate, great schools, strong sense of community, and a regionally low cost of living are just a few of the aspects that County residents enjoy. In addition, residents and visitors can take advantage of many recreational and cultural activities in the community. The City of Danville's Museum of Fine Arts and History, an affiliate of the Virginia Museum, contains art galleries, studio space for area artists,

and an auditorium for musical and dramatic productions. The Danville Area Association for the Arts and Humanities coordinates many cultural events for youth, adults, and senior citizens. A Planetarium and Science Museum in Chatham present numerous special programs. Smith Mountain Lake and Leesville Lake are located in northeastern Pittsylvania County providing water-related recreation, including boating, swimming, fishing, canoeing, water skiing, and camping. Smith Mountain Lake also is the site of a 1,200-acre state park. The Pittsylvania County Library operates five branches in the county and rural service is enhanced by a bookmobile. Numerous shopping centers and a regional mall are found in and around Danville and feature a wide range of retail stores, including department and specialty shops. Professional auto racing comes to nearby Virginia International Raceway, South Boston Speedway, and Martinsville Speedway.



## Pittsylvania County Economy

Pittsylvania County is an economically diverse community with a particular emphasis on: agriculture; historical and eco-tourism; advanced machining and manufacturing; data storage and processing; motorsports; polymers; wood products; clean energy; and warehouse/distribution. The County has numerous sites served by rail lines which connect industry to markets well beyond state borders. World-class telecommunications infrastructure, and close proximity to the Ports of Virginia link Pittsylvania with international businesses and buyers. National and international companies alike, have active business operations in the County.

# Timeless Traditions: Sustainable Future

## Pittsylvania County Government

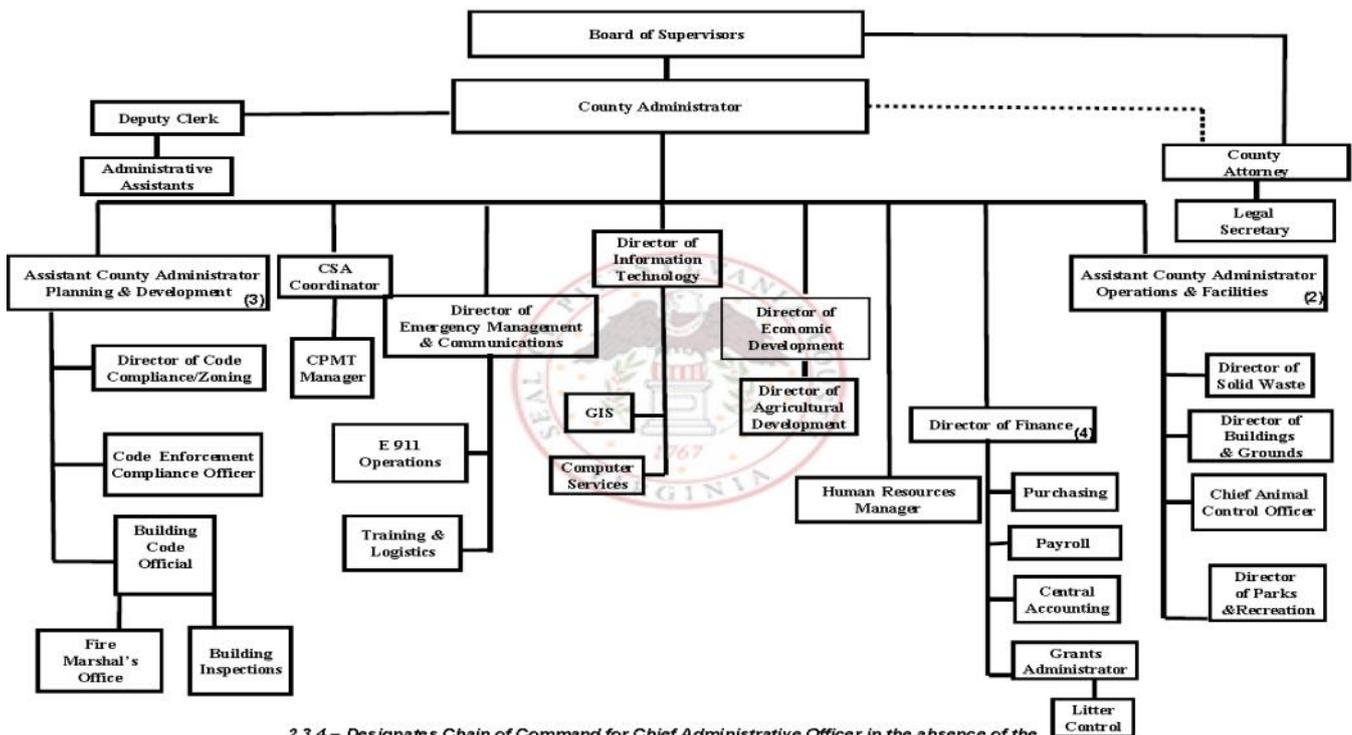
Pittsylvania County operates under the Board-Administrator form of government, with a seven-member, elected Board of Supervisors serving as the legislative body of the local government, with each member serving a four (4) year, staggered term. The Board is responsible for enacting laws, setting policies, approving the budget for county services and appointing citizens to several boards, authorities and commissions. The County Administrator is appointed by the Board and serves at the pleasure of the Board, carrying out the Board's adopted policies, directing business procedures and overseeing day to day operations and activities of all County departments.

Beginning July 1, 2016, Pittsylvania County will be operating with a Fiscal Year Budget of \$175,800,032, including a \$63.7 million General Fund Budget, and is supported by hundreds of County employees that provide services in over fifteen department areas ranging from parks and recreation, fire and rescue and information technology to emergency management and planning.

## About the County Administrator

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 direct control of the Board. The County Administrator serves as the liaison between the Board and the Constitutional Officers and also provides administrative support to the Board, prepares the County's annual budget and advises the Board as to the financial condition of the County. The County Administrator has responsibility for executing all resolutions and orders of the Board and implementing the Board's directives.

## Pittsylvania County Organizational Chart



2,3,4 – Designates Chain of Command for Chief Administrative Officer in the absence of the County Administrator

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# The County Administrator's Position

## Skills, Abilities and Past Performance

### Administrative Ability

Candidates must have demonstrated a high level of ability in ensuring 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 responsible operations for a variety of diverse functions to ensure that they are operating efficiently. Must possess the ability to manage firmly, but fairly, and have the ability to make difficult recommendations and decisions in a timely fashion.

### Board of Supervisors Relations

Demonstrated ability as a strong relationship builder with solid skills in working with groups such as the Board, while managing County relationships with its citizens and maintaining growing relationships with the Constitutional Officers and School Board. Should be willing to provide an exceptional 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. The successful candidate should be able to present all sides of an issue that affect the County to all parties in a clear and unbiased manner.

### Budget and Finance

Must have strong 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 and value for long range financial planning.

### Human Resource Management

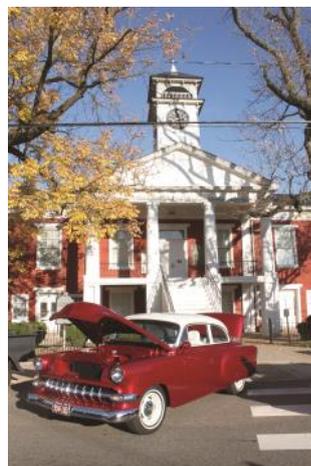
Demonstrated ability to manage all aspects of human resources in conjunction with assigned areas of responsibility effectively. Must demonstrate an ability to communicate the County's goals to employees and convey how their work contributes to the County's success. Clearly establishes expectations for staff and holds staff accountable for completing assigned tasks. Significant experience in successfully motivating employees, managing employee performance and in responding fairly and impartially in all matters dealing with staff is considered to be a strong component for successful candidates to possess. A demonstrated commitment to staff development, continuous learning, performance management and employee accountability is an important consideration.

### Community Relations

Candidate (s) must have demonstrated a balanced involvement in community activities. Experience developing and maintaining effective working relationships with a wide range of organizations in the business and development community and community at large is highly desirable. Candidate should be able to present a confident image of the local government to the community in conducting all facets of County business.

### Intergovernmental Relations

Must be able to develop a good working relationship with other local governments, schools and regional, state and federal agencies. Demonstrated ability to build and maintain effective working relationships with all county and state officials is desired.



# Pittsylvania County, Virginia: Business Savvy. People Friendly.

## Education and Experience

Successful candidates will possess a bachelor's degree in public or business administration, planning or a related field, with a master's degree desirable. A minimum of five to seven years of public and/or private sector management experience as a Chief Executive/Administrator or Deputy Chief Executive/Administrator in a high-performing, community or organization 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 maintaining positive lines of communication at all levels. Designation as an ICMA Credentialed Manager is a plus.

## Professional Skills and Management Style

- Strong, confident, proactive and dynamic leader
- Ability to mentor and empower staff while also seeing the 'big picture'
- 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
- 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
- Ability to communicate with a variety of constituencies without intimidation and condescension
- A self-starter, innovative and hardworking



## Personal Traits

- Enthusiastic, innovative, problem solver
- Ability to do the right thing in the face of difficult circumstances
- People person with a good sense of humor
- Well-organized, ethical and honest
- Open and candid
- Mature
- Self-confident
- Tactful, discreet, diplomatic
- Apolitical



## Compensation and Benefits

The salary for the position is negotiable dependent upon the individual's qualifications and experience. Benefits include but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical and dental insurance, professional dues and conference expenses. Residency within the County is required within a negotiated period of time.

## Application and Selection Process

The application deadline is **August 15, 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 Pittsylvania County. The County will review recommended candidates who most closely meet the established criteria. For more information, please contact **John Anzivino** at [richmond@waters-company.com](mailto:richmond@waters-company.com).

*Pittsylvania County is an Equal Opportunity Employer.*

