

Deputy County Administrator

Stafford County, Virginia



Stafford County, Virginia, located midway between Washington, DC and Richmond, the capital of Virginia, along Interstate 95 is a growing community. The County, which encompasses 277 square miles, is bounded by the Potomac River and King George County to the east, the Rappahannock River to the south, Fauquier County to the west and Prince William County to the north. While some of the County remains rural, portions of the County have developed rapidly in recent years and are taking on a more suburban character. For decades, because of its proximity to Washington, DC, Stafford County saw many of its workers commute to



jobs inside the Washington beltway. That outmigration is changing rapidly as local jobs have grown more than 42% in the past decade, with more than 40,000 local jobs in County today. As of the 2014, the County's population was estimated to be over 139,000, an increase of 8.5% from the 2010 Census, making Stafford one of the fastest growing counties in Virginia and the United States

Founded in 1664, the County has strong connections to events that shaped the nation's history. Most notably, it was the County's prosperous iron industry that attracted Augustine Washington and his family, including a six-year old son named George, to Ferry Farm in Stafford. The future president spent his formative years there until he reached young adulthood. Additionally, during the Civil War, Stafford served as a logistical and transportation center for both northern and southern forces.

Today, the County continues to experience significant growth in population and business and is a thriving center for some of the nation's leading companies. The County has also demonstrated sound financial management, as recognized in the recent AAA Bond rating upgrade by Standard and Poor's. Stafford is also home to Marine Corps Base Quantico, the national training ground for Marine Corps Officers, the FBI Academy and National Crime Lab, Drug Enforcement Agency Training, and now consolidated DOD investigative Agencies. In all, the federally diverse Quantico Marine Corps Base employs nearly 25,000 and has a regional economic impact of \$5 billion annually. With its enviable geographic location, on rail and the Interstate, just a short drive from the nation's capital, Stafford is still able to retain its quaint, hometown feel. Simply put, Stafford County is a premier location to live, work, and play in America's Mid-Atlantic region.



A Glimpse Into Stafford County...

Educational Opportunities

The Stafford County Public School system is a prestigious, nationally recognized system that touts a 90% on-time graduation rate at its five high schools. In addition, the school system includes eight middle and 17 elementary schools, with the County Public School system enrolling over 27,000 diverse students. Stafford schools are all fully accredited, the largest system in the Commonwealth able to make that claim. Higher education facilities in and around the area are well-represented, with the campuses of George Mason University, Northern Virginia Community College, the University of Mary Washington, Germanna Community College and Lord Fairfax Community College all within a short drive.

Medical Care

In addition to its close proximity to major medical facilities in the Richmond and Washington, D.C. area, Stafford County is home to the Stafford Hospital, a full-service, 100-bed medical facility offering premier care and services. There are also 270 practicing physicians and 72 dentists with offices in the County.

Transportation

The major airports of Dulles, Reagan National, BWI and Richmond are all located as close as 45 minutes from Stafford and are easily accessible via major highways of the Stafford region. For ease of access into the Washington, DC, the Virginia Railway Express provides daily commuter rail service from two stops in Stafford. Stafford is also home to the Stafford Regional Airport, a state of the art general aviation airport serving as a reliever to Reagan National Airport.



Recreation and Leisure

Stafford's unique location between the Blue Ridge Mountains to the west and the Chesapeake Bay to the east allows residents to choose from an array of recreational and cultural opportunities. Popular attractions in the area include the landmarks of Ferry Farm, historic Chatham Manor, Gari Melcher's Belmont, Riverside Dinner Theater, the City of Fredericksburg and many Civil War battlefields. For outdoor activities, the County offers many park amenities at its more than 20 sites, offering world class fields and an indoor aquatics center. Golfing, boating, public beaches and wineries also make Stafford an attractive community. The County manages two library facilities and has ample and growing retail, dining and shopping opportunities.



Stafford County Economy

Stafford is a community with a rapidly growing high tech industry presence. Today, nearly 2,500 companies provide goods and services to a diverse market. Major employers within the County include GEICO Insurance, FBI, Intuit, MITRE, Greencore, and Northrup Grumman. The region's premier class A office park, Quantico Corporate Center, is home to the Stafford Technology + Research Center, an initiative that serves as an increasing facilitator in continued growth in national security related work. Stafford is also proud of its diverse economy, with defense contractors, the Stafford Hospital, Riverside Dinner Theater and Conference Center, wineries, and higher education venues such as the University of Washington and Germanna Community College. With an unemployment rate of just 4.1% (September 2015), Stafford County held the top spot in annualized job growth in the Commonwealth from 2009-2014 (Virginia Employment Commission).

Where history meets the promise of tomorrow.

Stafford County Government

Stafford 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.

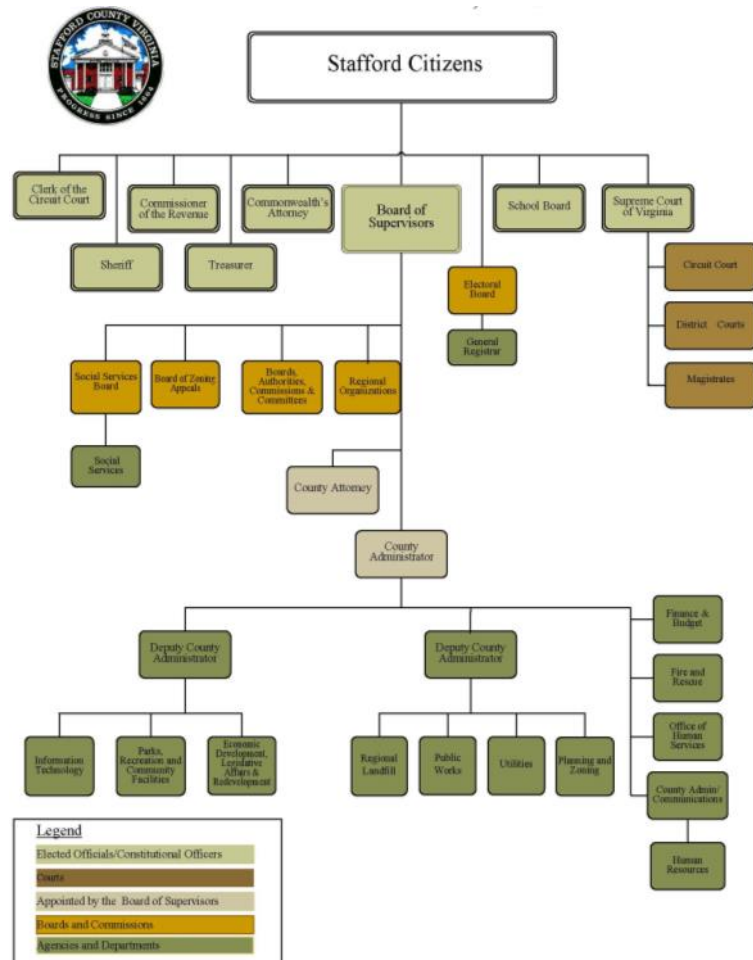
Beginning July 1, 2016 Stafford County will be operating with a Fiscal Year 2017 General Fund budget of \$275.3 million and be supported by more than 800 County employees. The County has been recognized for its sound financial management with a recent AAA Bond rating upgrade by Standard and Poor's.

In January 2015, the Board of Supervisors reaffirmed its priorities for the community, which include: Education, Public Safety, Infrastructure, Economic Development and Service Excellence. These priorities are encompassed by the overall theme of Fiscal Responsibility and Reducing the Tax Burden.

The County is committed to the High Performance Organization (HPO) model for local government and

places great emphasis and importance on helping members of their team self-actualize through their purposeful work.

Stafford County Organizational Chart



The Deputy County Administrator's Position

Skills, Abilities and Past Performance

Administrative Ability

Ability to conduct a wide range of County administrative responsibilities in a manner that exemplifies the highest professional standards and reflects positively on the County, its goals and values. Policy and procedure development experience that organizes processes and diminishes misunderstandings is highly desired. Must be able to develop effective working relationships with County department heads, Constitutional Officers and independent agencies and commissions by articulating clear expectations and ensuring interdepartmental coordination on issues. Excellent communication skills are a must, including the ability to listen and communicate with the County Administrator, Board and staff members but also the ability to have direct and personable communications with citizens, a quality which Stafford County employees are known for. It is expected for the Deputy Administrator to interact face-to-face with staff, setting the example and helping the County retain a 'small town' feel and superior customer service.

County Administrator Relations

Ability to work as a trusted team member while maintaining an open and honest dialogue in conjunction with developing issues, serving as an individual who has the courage to broach difficult questions, when needed. Strong supporter of adopted policies who shares the County's vision with others and works in concert with the Administrator's team to realize that vision.

Board of Supervisors Relations

Willingness to take time and interest in working with the members of the Board of Supervisors, keeping the County Administrator and Board of Supervisors informed on a regular basis. Must have ability to provide the Board with well-developed information that supports the Board's decision-making responsibilities while explaining technical processes in understandable, every-day terms. Must be able to present all sides of an issue openly and honestly to the Board members individually and collectively and demonstrate an ability to interpret and carry out Board approved policies and directions enthusiastically.

Budget and Finance

Must have strong experience in successfully managing a local government or corporate budget of comparable size and complexity. Experience with effective management of resources in a slow growth revenue environment is a plus. Familiarity with capital-improvement planning and financing, as well as experience linking strategic planning goals to the annual budget is desired.

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.

Stafford County, Virginia: Progress Since 1664

Education and Experience

Successful candidates will possess education and experience equivalent to a bachelor's degree in public or business administration, economics, planning, engineering or a related field with a master's degree desirable. A minimum of five to nine years of public or private sector-management experience as chief or deputy chief administrative officer of a comparably sized community or organization is highly desired. Additional experience in a responsible management level public or private sector position with greater experience is beneficial. Past experience of the individual must demonstrate familiarity in a broad range of local government operations ranging from public works and utilities to parks and recreation and economic development. Experience working in a fast-paced, growing community or organization is a plus with experience in successfully balancing a wide range of services related to supporting an increasing industrial, commercial and residential presence while maintaining and improving quality of life factors is an important consideration. Designation as an ICMA Credentialed Manager is a plus.

Professional Skills and Management Style

- Extensive knowledge of sound management practices with strong knowledge of budget development and implementation
- Ability to see the "big picture" and develop long range strategies
- Strong human relations skills
- Technologically savvy
- Excellent presentation skills, including the ability to explain technical issues in every-day language to a wide variety of audiences
- Responsive to requests from citizens
- Hard working, self- starter, who takes initiative and accomplishes directives with minimal supervision
- Servant leader, focused on delivery of quality services to all citizens
- Creative problem-solving and strong negotiation skills
- Fair and consistent in interpreting and applying policies, ordinances and regulations
- Extensive skills in working with various government agencies on a wide variety of issues

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.

Application and Selection Process

The application deadline is **July 17, 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 Stafford 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.

Stafford County is an Equal Opportunity Employer.

