

COUNTY ADMINISTRATOR ALLEGHANY COUNTY, VIRGINIA



MGT



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MGT is pleased to partner with Allegheny County, VA (14.5k population) in search of a County Administrator who will oversee the daily operations of County government and capable of addressing difficult issues associated with County leadership, implement policies set by the Board of Supervisors, manage County departments, and ensure efficient delivery of public services. The Board of Supervisors is looking for candidates who adopt an engaged and proactive management style, allowing them to stay informed on key priorities and issues yet empowering their managers to lead.

THE GOVERNMENT

Allegheny County is governed by a seven-member Board of Supervisors and operates under the Traditional Form of government. The County is divided into seven magisterial districts and each supervisor is elected by and represents a magisterial district of approximately 2,460 citizens. The magisterial districts are Boiling Springs, Clifton Forge East, Clifton Forge West, Covington, Falling Spring, Jackson River, and Sharon. The four-year terms of the Board members are staggered with four members elected at one time and three elected two years later.



The Chairman and Vice-Chairman of the Board are chosen each year by the other Board members at an organizational meeting in January.

The Board approves the policies that govern the operation of the County and is responsible for adoption of the budget, adoption of the Capital Improvement Plan, setting the tax rates, and appropriating funds. The Board appoints a County Administrator who carries out the policies adopted by the Board.

The Board of Supervisors also appoints County citizens to serve on boards/commissions (i.e. Board of Zoning Appeals, Water and Sewer Commission, Planning Commission, etc.).

Allegheny County and the City of Covington combined their school systems resulting in a FY2024 operational budget of \$100 million and 207 full time equivalent positions.

KEY HIGHLIGHTS ABOUT ALLEGHANY COUNTY

The County is in the western part of the state and known for its rich history, natural beauty, and outdoor recreational opportunities.

Geography and Location: The County is bordered by the Allegheny Mountains and is part of the Roanoke Region.

Outdoor Activities: The Alleghany Highlands offer exceptional outdoor recreation, including mountain biking, hiking, and world-class fly fishing. Notable spots include the Jackson River Scenic Trail and Falling Spring Falls.

The Paper Mill: The mill has been a cornerstone of the County's economy and community since it began operations in 1900. It is one of the largest employers in the County providing jobs to over 1,400 people and has contributed to its population growth over the years. In addition, it has significantly contributed to the local economy and supported many families over the decades. Also, the mill has played a role in the development of local infrastructure and community service and its presence has helped shape the identity and growth of the region.

Cultural Attractions: The county offers a variety of cultural attractions that highlight its rich history and natural beauty.

- **Humpback Bridge:** This is the oldest surviving covered bridge in Virginia, built in 1857. It's a popular spot for photography and picnics.
- **Falling Spring Falls:** An 80-foot waterfall that is one of the most scenic spots in the County. It's easily accessible and offers stunning views.
- **Historic Masonic Theatre:** Located in Clifton Forge, this theatre hosts a variety of performances and events throughout the year.
- **C&O Railway Heritage Center:** This museum showcases the rich railroad history of the region with exhibits, restored rail cars, and a working signal tower.
- **Alleghany Highlands Arts and Crafts Center:** This center in Clifton Forge features local artists and craftsmen, offering a range of handmade items and art.
- **Jackson River Scenic Trail:** While primarily known for outdoor recreation, this trail also offers a glimpse into the area's natural and cultural history.





THE POSITION

The County Administrator is appointed by the Board of Supervisors to manage and coordinate the overall day-to-day operations and activities of the County government.

The Administrator is expected to be a prominent community leader, adept at fostering relationships and building on recent achievements with local partners and stakeholders.

Responsibilities include (but not limited to):

- Oversees the Administration Office, Public Safety, Economic Development, Public Works, Finance, Human Resources, Community Development, Parks & Recreation Department Directors.
- Serves as the chief advisor to the Board and conducts County business in accordance with Board policy.
- Executes all policies established by the Board or mandated by the State.
- Prepares and administers the budget
- Has primary responsibility for personnel administration, including hiring and termination of staff, staff organization, employee performance, review of proposed personnel actions, and interpretation of personnel policies.

MINIMUM QUALIFICATIONS

- Residency Requirement: The Administrator must be a permanent resident of Alleghany County within a reasonable period after appointment and maintain residency for the duration of employment,
- A bachelor's degree in public or business administration, urban planning, or a related field; a master's degree is preferred.
- At least five (5) years of progressively more responsible positions in the administration of local government in a comparable organization
- At least three (3) years of experience in senior level leadership positions.
- The successful candidate will have a track record of cultivating productive teams with positive morale.
- An understanding and appreciation for rural communities and their culture would be beneficial.
- A strong understanding of County government including finance and budgeting.
- Comprehensive knowledge of the principles and practice of public administration, local government finance, public works, emergency services, parks and recreation, and the statutory authority and requirements of County government.

OTHER IMPORTANT INFORMATION

The salary range for this position is \$160,000-\$200,000 (benefits included) depending on qualifications. Relocation assistance is available.

Alleghany County employees enjoy a comprehensive benefits package that includes:

1. Health Insurance: Medical, dental, and vision coverage.
2. Retirement Plans: Participation in Virginia Retirement System (VRS)
3. Paid Time Off: Vacation, sick, personal and paid holidays.
4. Educational Benefits: Opportunities for professional growth and tuition discounts.
5. Optional Benefits: Life insurance, disability insurance, and more.

The posting deadline date is February 10, 2025. Qualified candidates are encouraged to apply online at [GovHRJobs.com](https://www.govhrjobs.com) with resume, cover letter, and contact information for five supervisory and/or professional references to the attention of Lane Bailey, Senior Consultant, confidential at (704) 798-8221.

EQUAL OPPORTUNITY EMPLOYER

Alleghany County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act. The County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.