



**COUNTY ADMINISTRATOR  
PITTSYLVANIA COUNTY, VA**

---



# COUNTY ADMINISTRATOR PITTSYLVANIA COUNTY, VA

MGT is pleased to be partnering with Pittsylvania County, VA (pop. 59,571) – the largest county in the Commonwealth of Virginia – to serve as its next County Administrator. Residents enjoy the best of rural life with larger metropolitan areas just a short drive away, and a variety of cultural and historic attractions. The county boasts a strong sense of community and is considered a safe place to live, with low crime rates and friendly neighborhoods.



## ABOUT PITTSYLVANIA COUNTY

Living in Pittsylvania County, VA, offers a blend of natural beauty, community spirit, and a relaxed lifestyle. It's renowned for its scenic beauty, featuring picturesque landscapes with rolling hills, lush forests, and the serene Dan River, making it perfect for outdoor activities like hiking, fishing, and kayaking. The county also boasts a strong sense of community and is considered a safe place to live, with low crime rates and friendly neighbors.

The cost of living in Pittsylvania County is relatively low compared to national averages, making it an attractive place for both families and retirees. Additionally, the highly rated public schools provide excellent educational opportunities making it an ideal location for young families.

Residents can enjoy a variety of cultural and historical attractions, such as the Pittsylvania County Courthouse and various historical landmarks. While offering a peaceful rural lifestyle, Pittsylvania County is conveniently located near larger cities like Danville, VA, and Greensboro, NC, providing access to more amenities and job opportunities, which is especially important for those with a trailing spouse.

## COUNTY GOVERNMENT

Pittsylvania County, VA, operates under a Board of Supervisors system. The Board consists of seven members, each elected for four-year terms to represent different districts within the county. The Board is responsible for passing ordinances, setting policies, hiring the County Administrator, and approving the annual budget.

The County has an operating budget of \$239 million and 400 FTEs with several capital improvement projects on the horizon including building a new jail and expediting improvements to its Courthouse. In addition, they have contracted with a consulting firm to rewrite zoning ordinances.



## THE POSITION

The County Administrator is responsible for managing daily county operations, executing policies established by the Board of Supervisors, overseeing all departments, preparing the annual budget, and ensuring adherence to laws and regulations. The position reports to the seven-member Board of Supervisors, with each member elected to four-year staggered terms representing various districts within the county.

Direct reports include the Assistant County Administrator and the department directors over Public Safety, Economic Development, Public Works, Finance, Human Resources and the Pet Center. The Assistant County Administrator oversees the Community Development, Information Technology and Management, Parks & Recreation and Public Relations departments.



Duties include but are not limited to:

- Responsible for:
  - day-to-day operation of the county government and manages and supervises all departments, agencies, and offices of the County except for the County Attorney who reports directly to the Board.
  - developing and, upon adoption by the Board, implementing annual operating and capital budgets.
- Recommends policies and priorities for the Board's consideration and leads the County workforce in delivering services and responding to citizen issues or concerns.
- Serves as a liaison between the Board of Supervisors, the Constitutional Officers, the Judiciary, regional, state, and local agencies and authorities, and community organizations and as the Director of Emergency Services, and the Purchasing Agent.
- A member of local and regional committees, commissions, and authorities.

In addition, the Administrator will handle:

- **Budget Preparation:** Develops and proposes the annual budget, ensuring it aligns with the Board's strategic vision and is balanced and sustainable.
- **Compliance with Laws:** Ensures all county operations adhere to local, state, and federal laws and regulations.
- **Coordination with Independent Agencies and the Community:** Facilitates collaboration between the county government, independent agencies, and community organizations to enhance service delivery.
- **Funds Management:** Oversees the allocation and expenditure of county funds, ensuring financial efficiency and accountability.
- **General Administration:** Manages the day-to-day operations of the county government, implementing policies set by the Board.
- **Personnel Management and Supervision of All County Departments:** Supervises department heads and staff, ensuring effective human resource management and departmental performance.
- **Property Management:** Oversees the maintenance and use of county-owned properties and facilities.
- **Purchasing:** Manages the procurement process for goods and services, ensuring cost-effectiveness and compliance with procurement policies.
- **Regulations and Ordinances:** Drafts and enforces county regulations and ordinances as directed by the Board.
- **Representing the Board at Meetings and Functions:** Serves as the Board's representative at various meetings and public functions, communicating the Board's policies and decisions.

## MINIMUM QUALIFICATIONS

- **Residency Requirement:** The Administrator must be a permanent resident of Pittsylvania County within a reasonable period after appointment.
- Bachelor's degree in public administration, business management, finance, or a related field; a master's degree is preferred.
- Ten years of progressively responsible experience, of which five years must include senior management/senior administrative local government experience.
- Comprehensive knowledge of the principles and practice of public administration, local government finance, public works, and economic development. An understanding of the statutory authority and requirements of county government. Local government experience in Virginia is desirable.

## PERFORMANCE EXPECTATIONS

- Proactively engage with the Board of Supervisors, staff, community leaders, and residents.
- Be responsive to citizen concerns by providing timely response and follow-up.
- Promote open and transparent government, encouraging citizen engagement and inclusion.
- Maintain effective communication with all stakeholders, including the Board of Supervisors.
- Foster cooperation and collaboration with community stakeholders, schools, non-profits, the private sector, and regional organizations.
- Lead regional activities, building relationships and promoting collaboration across all entities.
- Serve as a liaison with State and Federal representatives and agencies.
- Support County employees and departments, enhancing competency and accountability, and fostering a team environment.
- Be an active and visible resident, building relationships with citizens and local stakeholders.

## PREFERRED KNOWLEDGE, SKILLS AND ABILITIES

- Experience in:
  - managing a rural community
  - building relationships with elected governing board and constitutional officer
  - managing significant capital projects
  - working with emergency service volunteers and professionals
- Strong grasp of county budgeting and finance



## LEADERSHIP CHARACTERISTICS

- **Integrity and Professionalism:** Ensures ethical, honest, and fair interactions with all stakeholders, demonstrating professional competence and unassuming nature.
- **People Skills:** Approachable, compassionate, and empathetic, fostering a positive and fair environment for all team members.
- **Fiscal Responsibility:** Serves as a good steward of public funds, focusing on efficiency and fiscal conservatism in county operations.
- **Visionary Leadership:** Open to new ideas and approaches, able to envision and communicate strategic needs, and integrate differing viewpoints for the betterment of the community.
- **Effective Communication and Decision-Making:** Exhibits excellent communication skills, sound judgment, and decisiveness, while being open to stakeholder input and building consensus.

## COUNTY PROJECTS

Pittsylvania is always working to improve services for residents, make operations more efficient, and comply with all relevant regulations. Here is a list of some ongoing projects the new County Administrator will be overseeing – most of which require significant funding and resources.

- **Broadband** – The County is committed to expanding the availability of reliable and affordable high speed internet access for its residents.
- **Reassessment** – The Code of Virginia mandates that localities with a population of more than 50,000 conduct a general reassessment of real estate every for years to determine each properties fair market value and to equalize each properties value in relation to similar properties.
- **Zoning Ordinance Revisions** –The county contracted with an outside consultant to rewrite the County Zoning Ordinance which was created in 1991 and dated.
- **Water Infrastructure** – The county is completing a variety of projects that improve our existing pump stations and infrastructure and extend water service to areas that don't have access to clean well water.
- **Parks & Recreation Master Plan** – “Turning Spaces into Places” Findings Presentation was delivered in July 2024. Recurring themes learned from the public engagement information gathering included:

- *Additional Facilities* (Sports Complex, Pickleball Course, Water access points, more playgrounds, etc.)
- *Additional Programs & Services* (Senior programs, Fitness Classes, Special Events and Teen Programs)
- *Maintain and improve existing parks*
- *Connectivity* (Trails and bike paths)
- *Enhanced partnerships with schools*

Next steps include Board approval and implementation of various recommendations.

- **New Convenience Centers** – The county is making efforts to advance solid water services for residents. Three new centers have opened in the northern end of the County, and they are also working to improve existing and expand existing convenience centers.
- **Cherrystone & Cherrystone Creek Dams** – In 2022, the Board of Supervisors voted unanimously to approve contracts with a consultant for engineering and design work for these two dams. In the spring of 2024, the design and engineering report for the rehabilitation of the dam was completed. County and town leaders are working with the consultant to determine how best to move forward with the projects.
- **New Jail Project** – The county is currently addressing the overcrowding issue at its current jail by constructing a new facility.





## OTHER IMPORTANT INFORMATION

Compensation will be competitive depending on qualifications and experience. The hiring range for this position is \$185,000 to \$200,000.

In addition, the County has an excellent benefits package and is committed to providing employees with top-tier benefits including participation in the Virginia Retirement System. Alongside excellent traditional benefits like medical, dental, and retirement plans, they offer a wide range of voluntary benefits, wellness programs, rewards, and work-life balance options to help you manage both work and home life effectively.

The goal is to ensure you have access to some of the best benefits available to help you manage your busy work and home life.

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

Pittsylvania 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.

- [2024-2025 Insurance Information](#)
- [Anthem BCBS Website](#)
- [Delta Dental Website](#)
- [Health Equity HSA Portal](#)
- [MARK III - Voluntary Benefits](#)
- [Virginia Retirement System \(VRS\) Website](#)
- [Machine Readable Benefits - Anthem](#)

