



# **County Administrator Recruitment Profile**

## **King William County**

### **Virginia**



COUNTY OF  
**King William**  
VIRGINIA

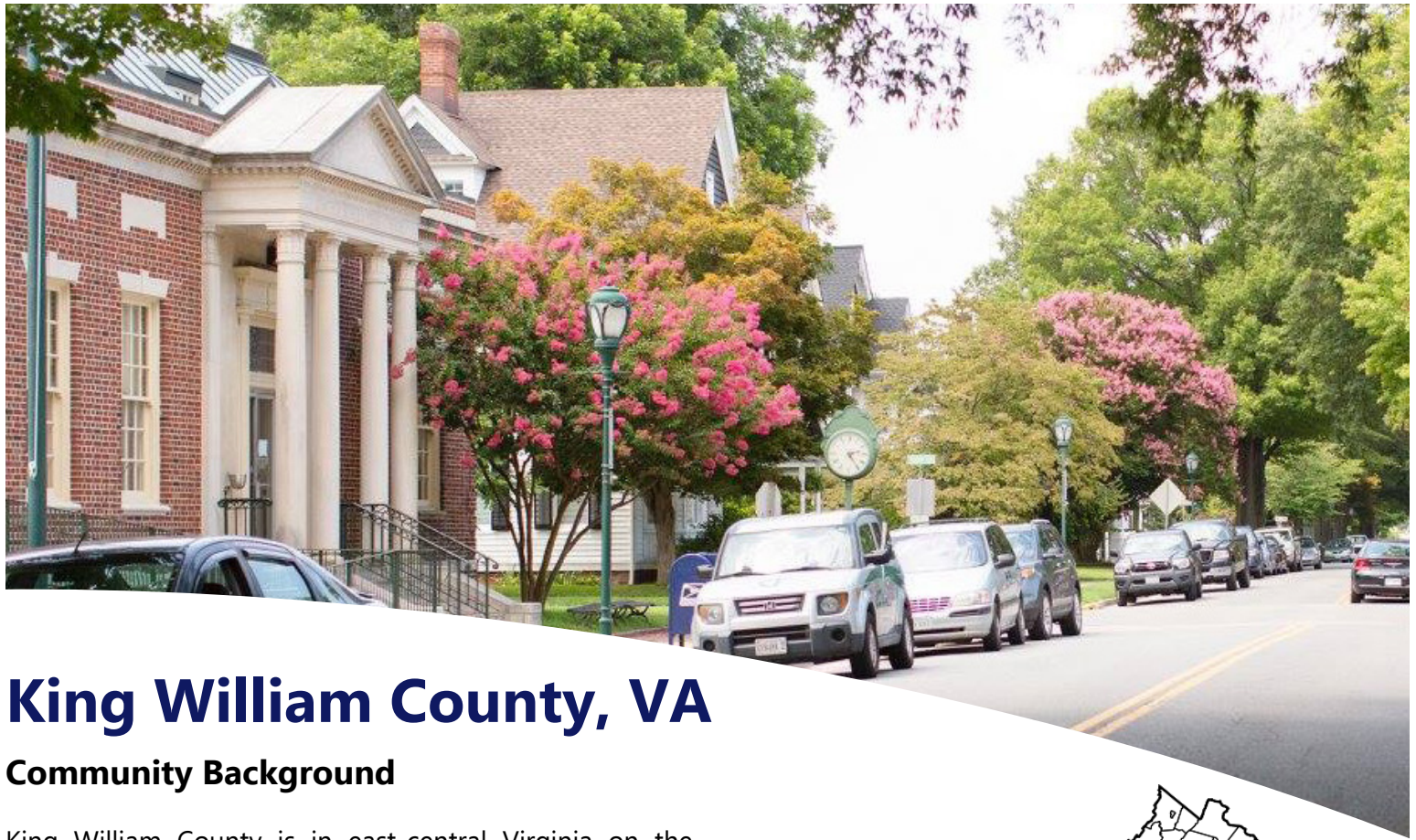
**King William County** is seeking an experienced professional to serve as **County Administrator**, the chief administrative officer responsible for directing programs and operations of the County government.

This recruitment profile provides background information on the community, its government operations and its aspirations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position of County Administrator.

Qualified candidates are encouraged to submit a cover letter and resume, with salary expectations and professional references to The Berkley Group via email at [margaret@bgllc.net](mailto:margaret@bgllc.net). While the position is open until filled, **review of candidates will begin June 5, 2020**. Inquiries relating to the County Administrator position may be directed to:

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# King William County, VA

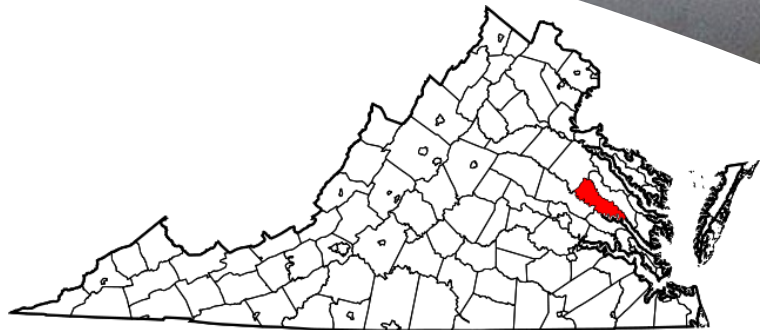
## Community Background

King William County is in east-central Virginia on the Middle Peninsula, one of three peninsulas on the western shore of the Chesapeake Bay. The county is bounded by the Mattaponi River to the north and the Pamunkey River to the south which combine to form the York River at West Point, the county's only incorporated town. The County is about 30 miles northeast of Richmond, the state capital, and 80 miles south of Washington, D.C. The Port of Hampton Roads is 60 miles southeast. The land area of King William County is 274 square miles. The County seat, King William Court House, is in the central part of the County and the most populated areas are Central Garage and West Point.

The land and water in King William provide an identity and landscape all its own. Farming, logging, and mining continue to be mainstays of the local economy and define the rural beauty. Unique among Virginia's counties, King William is home to the only Native American Indian reservations in the Commonwealth of Virginia, with the Pamunkey Indian Tribe recent recipients of federal recognition. The County has abundant historic landmarks and is home to the oldest courthouse in continuous use in the United States.

Today's residents, the County's strongest asset, cherish the dual heritage that comes from their colonial and Native American roots while setting their sights firmly on its future.

The history of King William County dates to the earliest days of the English settlement of the New World. Prior to the colonial period, present-day King William County and the surrounding regions were parts of the Powhatan Confederacy, which encompassed much of eastern Virginia and included about 30 Algonquian tribes. At the time of the



English arrival, the Confederacy was led by Wahunsonacock, also known as "Powhatan." Powhatan is probably known best for his daughter, Pocahontas who, in 1614, married Englishman John Rolfe. Their marriage helped to secure peace between the Powhatan Confederacy and the English colonists.

In 1607, the English established the first permanent English settlement at Jamestown. In 1608, Captain John Smith's explorations brought him to the Powhatan town of Cinquoteck, or Paumenkee Town. Some 45 years later in 1653, John West was awarded a land patent of 3,000 acres at this site which he named "West Point." The region changed many times, with new counties being carved out from the old. For several decades, present-day King William County was part of King & Queen County. In 1701, the General Assembly passed an act which called for the creation of a new county from a portion of King & Queen county. The act became effective on 11 April 1702, establishing King William County as the 24th county in Virginia.

King William County's population of 17,148 (2019 estimate) has grown almost 8% since the 2010 census and

is approximately 79% white, 16% African American, 3% Hispanic and just under 2% American Indian. The Median Household Income is \$68,720 (2018) and the poverty rate is 7.3%

Historic, cultural and recreational attractions abound in the County in addition to its proximity to the historic and recreational sites of Williamsburg, Richmond and the Chesapeake Bay. Exceptional colonial and antebellum homes such as Elsing Green and historic Chelsea dating to the 1700's, hosting the likes of Thomas Jefferson and Marquis de Lafayette, continue to draw visitors today.

The County's boating and natural recreational amenities attract residents and visitors looking to explore the diverse natural landscape of Virginia's coastal plain region.

Sandy Point State Forest is the County's largest recreational asset at 2,043 acres. It is located approximately 13 miles southeast of the Central Garage area and offers recreational opportunities for the County's residents and visitors with three miles of trails and access to tidal and non-tidal wetlands, streams, and the Mattaponi River. Like all State Forests in Virginia, Sandy Point is self-supporting through timber harvesting, and part of the income goes to the County's general fund.

The Zoar State Forest, in the Aylett area, offers hiking and biking trails, picnic facilities, and allows public access to the Mattaponi River for fishing and boating throughout its 378 acres.

Famous son, Lieutenant General Lewis Burwell "Chesty" Puller was born in West Point. He served in the Marine Corps for 37 years, his service encompassing four World War II campaigns in the Pacific Theatre, the Korean War and expeditionary service in Haiti, China and Nicaragua. During his distinguished military career, General Puller won 14 personal decorations in combat plus numerous other medals and citations including medals from foreign countries. He is the only Marine to win the Navy's highest honor for valor in combat – the Navy Cross – five times. He remains the most decorated Marine in the history of the Corps. General Puller continues to be revered by all Marines and is interred in nearby Middlesex County.

## Native American Tribes

King William County enjoys strong ties to the indigenous people of Virginia. The County is home to three recognized native American tribes, the Mattaponi, the Upper Mattaponi and the Pamunkey and two reservations created by treaty in the 17th century. The Mattaponi Indian reservation, located on 150 acres along the Mattaponi River, is home to the state-recognized Mattaponi Tribe. The federally recognized Pamunkey reservation, located on a peninsula jutting into the Pamunkey River, covers approximately 1,200 acres of land in the southern portion of the County. The Upper Mattaponi Indian Tribe, also federally recognized,

community is centered around The Indian View Baptist Church, built in 1942.

The tribes, originally part of the Powhatan confederation of tribes in the 16th century, retain their distinct cultural identities. Every year, the Upper Mattaponi hold a popular and well-attended pow wow on their tribal grounds. The Pamunkey continue to practice a unique pottery tradition handed down from generation to generation. There are museums on both reservations dedicated to showcasing their unique histories and traditions. Although the reservations have separate jurisdictional boundaries, they are part of the larger King William community and are unique assets to the region.

## Education

Two school systems operate within the County: King William County Public Schools and the Town of West Point Schools. The Town of West Point is one of two towns in Virginia having an independent school division. A unique split-levy tax operates within the County and Town to fund both systems. The King William County Public Schools (KWPCS) is the single largest service provided by the County.

The King William County Public School system, governed by a 5-member, elected School Board, consists of Cool Spring Primary, serving grades pre-K through second; Acquinton Elementary, grades three through five; Hamilton Holmes Middle, grades six through eight; and King William High School, ninth through twelfth grades.

King William High School has maintained an on-time graduation rate of 95.4 percent, ranking it in the top percentages in the state. All King William County Public Schools are fully accredited.

## Adult & Continuing Education Services

Adult educational services and workforce development opportunities are essential for giving King William residents opportunities to increase their skills, develop their careers,





and provide the County with a competitive and skilled workforce.

Currently, the Middle Peninsula Adult Education Center, located in the Acquinton Elementary School building, provides GED and adult education services to the residents of King William, Gloucester, Essex, King & Queen, Middlesex, Matthews, and West Point.

Many public and private colleges and universities, including the College of William & Mary, Christopher Newport University, Virginia Commonwealth University and the University of Richmond, are within an hour's drive. While there are no community colleges in King William County, nearby Rappahannock Community College (RCC) is located less than 20 minutes from the eastern part of the County in Glens. RCC has recently started offering selected evening classes at King William High School. J. Sargent Reynolds, based in Richmond, Virginia, with a satellite campus in Goochland, is more accessible for residents in the western portion of the County. It also offers continuing education and workforce development training opportunities.

## Libraries

The Pamunkey Regional Library System operates two branches in the County, one at Upper King William and one in West Point. Access to the Virginia State Library is available through all facilities. The Upper King William Library is located in Central Garage.

## Health Care

The most accessible regional hospitals are Riverside Walter Reed Hospital in Gloucester, Riverside Hospital in Tappahannock, and Bon Secours Memorial Regional Medical Center in Mechanicsville/Hanover. The Richmond metro area has several large medical service facilities, including the Virginia Commonwealth University Medical Center.

The King William County Health Department, part of the Virginia Department of Health's Three Rivers District, is in the County Administrative Services Complex and offers health care, family planning, community health education, and immunizations/screenings for many common conditions.

## Transportation

King William County enjoys easy access by car and truck. Interstate 64 parallels the County to the south and is accessible by Route 360 and Route 33. Route 30 bisects the County, travelling east-west for its length. Commercial air transportation is available via the Richmond International Airport, only 34 miles away. Commercial flights are also available at Williamsburg/ Newport News International (57 miles). The Middle Peninsula Regional Airport (Mattaponi)

offers a 5,000-foot paved, lighted runway, 24-hour fuel farm and a terminal for private flights.

## Business & Industry

Alliance Group WestRock, which owns and manages a paper mill in the Town of West Point, is the largest employer of County residents. The Nestle-Purina plant, which also contains a clay mining operation, is the third largest employer for County workers, and ships goods all over the world. The privately owned King William Commerce Park offers "flex space" that can and does accommodate uses as diverse as a day care, an auto body shop, and a hair salon.

Most businesses in the County are small, with 92% having fewer than 20 employees. The County's commitment to maintaining the rural character of King William is captured in the 2016 Comprehensive Plan where the "industrial and commercial zoned" acreage amounts to slightly more than 1.1% of total County acreage. Most retail options, restaurants, and services available to County residents are clustered along the Route 360 corridor in the unincorporated Central Garage area, and in the Town of West Point.



## County Government

King William County operates under the traditional, or County Administrator, form of government (as defined under Virginia Law). It provides a full range of services to its residents, including education, public safety, public works and utilities, animal control, court services, community and economic development, parks and recreational activities, public libraries, social services, and general administration. County roads are maintained by the Virginia Department of Transportation. The county participates in a regional solid waste and recycling management plan operated by the Virginia Peninsula Public Service Authority (VPPSA).

The County has approximately 111 employees, including Constitutional Officers and Social Services, with a FY20 general fund budget of just over \$25,000,000 and a total budget including schools, CIP, debt service and reserves of approximately \$65,000,000.

The County is governed by a five-member Board of Supervisors, elected by magisterial districts to concurrent four-year terms. The Chair and Vice Chair of the Board are elected annually by its members. The Board is the legislative policy making body for the County government. It enacts ordinances, appropriates funds, sets tax rates, establishes policies, and generally oversees the operation of the County government.

The County Administrator, the chief administrative officer of the County, is appointed by and serves at the pleasure of the Board of Supervisors. He or she directs the daily operations of County and administers policies and ordinances adopted by the Board. The County Administrator is responsible for developing and, upon adoption by the Board, implementing annual operating and capital budgets. He or she recommends policies and priorities for the Board's consideration and leads the County workforce in delivering services and responding to citizen issues or concerns. The County Administrator serves as the Director of Emergency Management and as a liaison between the Board of Supervisors, Constitutional Officers, Courts, School Board, Registrar and the Town of West Point. The constitutional officers are the Sheriff, Commonwealth's Attorney, Treasurer, Commissioner of the Revenue and the Clerk of the Circuit Court.

The King William County Sheriff is responsible for all law enforcement in the County and handles dispatch services for fire and emergency medical services. In addition, the Sheriff's Office provides court security and animal control services. The number of reported crimes in King William County has steadily decreased since 2008, despite an increase in population. King William has the lowest number of reported crimes per 500 residents of all surrounding counties.

Fire and Emergency Medical Services (EMS) are provided by a staff of paid and volunteer professional firefighters, who are trained to provide Fire and EMS services. The County's Fire Chief manages emergency operations, oversees paid staff and coordinates with the volunteer organizations. Family and protective services, benefits programs, and other assistance are delivered through the King William County Social Services Department which is supervised by the state and governed by an appointed board.



**King William County envisions a united community built on the foundation of its past, the strength of its diverse population and the promise of future generations by focusing on quality of education for all citizens, quality of public services and quality of life balancing rural and suburban lifestyles.**



## Challenges, Issues, & Opportunities

The Board of Supervisors recognizes the importance of building stability in operations through a competent and long-tenured administrator, allowing the Board to focus on governing as it addresses important issues for the community. The Board indicates a collaborative spirit exists among its members and they are committed to working together for the good of the County.

The County's Comprehensive Plan, adopted in 2016, is slated for revision soon, especially considering the Zoning Ordinance revisions that are now underway. The Board of Supervisors has historically placed emphasis on preserving the rural nature of the County while supporting smart growth. Objectives in the Plan include:

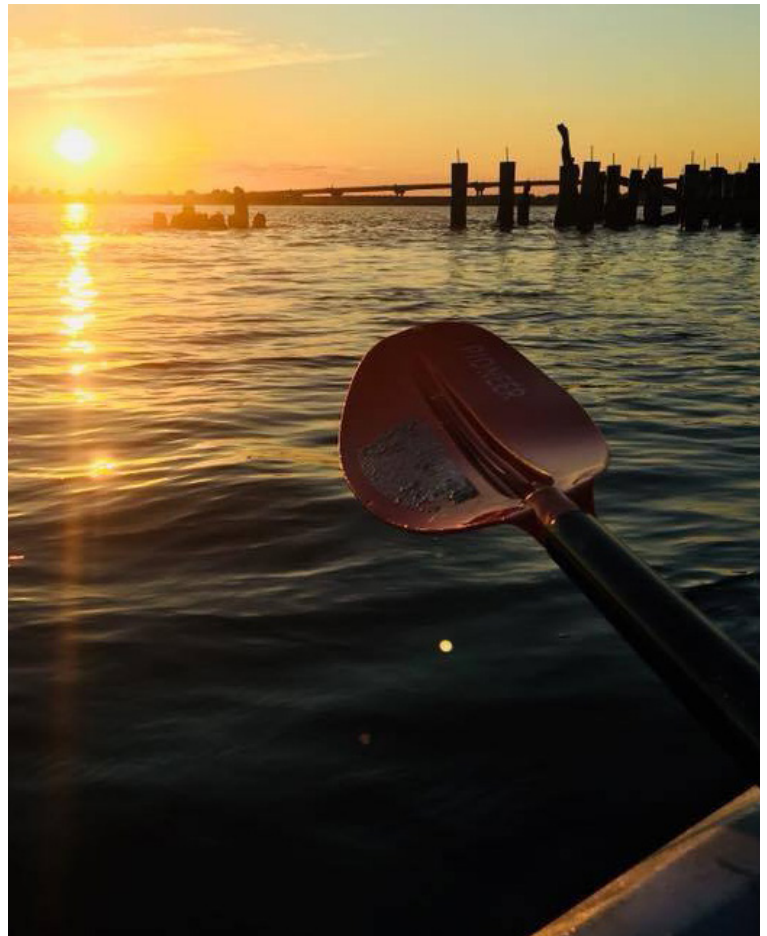
- Promote social, educational, and cultural institutions;
- Promote the development of a diversified industrial and commercial tax base;
- Promote policies that encourage exurban and commercial development to occur in a compact and contiguous manner in areas of the County with existing infrastructure;
- Provide for the independent but harmonious development of separate and distinct agricultural, forestall, and exurban areas of the County for optimal agricultural, forest, residential, commercial, and industrial uses;
- Balance the protection of natural resources to maintain environmental health and quality while utilizing them for citizens' recreational uses and economic development.

Within the context of the current environment, the Board has identified the following areas of focus for the next three to five years:

- Ensure that the updated comprehensive plan is cohesive and workable, including updated mid- and long-term goals;
- Address infrastructure needs such as sewer, water, and broadband access through a solid capital improvement plan (CIP);
- Continue to strengthen and working relationships with the Town of West Point;
- Build financial strength to manage the unique County split-levy taxing structure;
- Diversify and expand the economic base through effective economic development;
- Address staffing needs and employee development.

In addition to the longer-term expectations, the Administrator will need to focus on more immediate issues including:

- The on-going impact of Covid-19 pandemic and planning for post-pandemic operations;
- Learning and managing County needs, including full understanding of the split-levy tax (<https://law.lis.virginia.gov/uncodifiedacts/2014/session1/chapter29>) system and an effective working relationship with the Town of West Point;
- Work with the Economic Development Authority to develop and support effective economic development efforts including appropriate use of prime undeveloped property such as the privately owned Commerce Park south of Central Garage;
- Complete the on-going Radio system upgrade to add broadcast sites;
- Adequately staff public safety operations;
- Understand and manage the impact of special interest groups that challenge effective governance;
- Work with the Board of Supervisors to develop a strategic plan;
- Develop land use policy including how to effectively anticipate and respond to utility-scale solar applications;
- Complete the relocation of Social Services and the establishment of a remote Sheriff's Office to Aylett;
- Support and monitor progress of the state's e-911 project.





# Position Profile

*County Administrator, King William County*

## Qualifications, Education & Experience

The following education and experience factors are the expected qualifications for successful performance:

- A Bachelor's degree in Public Administration, Finance, Business Management, Planning, or a related field; a master's degree is preferred.
- Three to five years of successful leadership at a senior executive/administrator level in a public or private organization with comparable hands-on responsibilities; possessing a strong financial management skill set. Experience in Virginia local government as a manager, deputy, assistant or department director is highly desirable.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA), the Virginia Association of Counties (VACo), Virginia Local Government Management Association (VLGMA); and Virginia Government Finance Officers' Association (VGFOA).
- Designation or progress toward designation as ICMA Credentialed Manager would be a plus.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

## Personal Traits & Desired Characteristics

- Absolute integrity, ensuring ethical, equitable, honest, fair, and open interactions with all members of the Board of Supervisors, community members, and all County employees
- Firm, yet open and nurturing leader
- Ability to remain focused and positive when confronted with negativity
- Commitment to building and maintaining relationships in the community through visibility and engagement
- Professionally competent, with confidence tempered by humility
- Excellent communications and interpersonal skills, including the ability to collaborate, listen effectively, and understand differing views
- Strong participatory leadership skills in the government organization, the community, and the region; visionary, proactive, and decisive; able to facilitate the blending of differing points of view into a reasonable approach for community betterment.
- Approachable and empathetic with a customer service mindset.
- A role model, coach, and mentor for County employees; dedicated to the professional development of staff; able to empower employees with a focus on performance, collaboration, and accountability.



## Performance Expectations

- Short-term, immediate actions will be to engage with staff and the Board of Supervisors, review the County budget, structure, policies and procedures, assume a leadership role in pandemic mitigation efforts, and get up to speed on active projects and economic development responsibilities.
- A commitment to open and transparent government; promoting a positive and interactive relationship with citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a form understandable to various audiences.
- A focus on promoting communication, cooperation, and collaboration with the Constitutional Officers, the EDA, Department of Social Services, County and Town Public Schools, the private sector and the region.
- Frequent and effective interaction with the Town of West Point to promote cooperation and collaboration.
- Fair and equitable investment in and support of County employees and departments, with a priority of professional development to build bench strength.
- An active member of the community, building relationships with citizens, business owners, and other stakeholders.
- County residency is required.

## Compensation & Benefits

Compensation for the County Administrator will be competitive depending on qualifications and experience, with an expected hiring range of \$115,000 - \$135,000 annually. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, deferred compensation, professional development support and other benefits as identified in a negotiated employment agreement.

## Application Process

Initial review of candidates **will begin on June 5, 2020**. Applications received after that date may be considered until the position is filled. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to The Berkley Group, via email at [margaret@bgllc.net](mailto:margaret@bgllc.net). Questions may be directed to:

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## For Additional Information

Visit <https://www.kingwilliamcounty.us>

King William County is an Equal Opportunity Employer