Hanover County, Virginia is seeking a highly experienced and engaging local government leader to serve as its next...

COUNTY ADMINISTRATOR

Historic Hanover Courthouse

People, Tradition, and Spirit
THE COMMUNITY

Hanover County, Virginia is one of the fastest-growing counties in the state. Known for Patrick Henry’s Scotchtown home, delicious tomatoes, one of the nation’s oldest courthouses and Kings Dominion Amusement Park, Hanover covers 474 square miles and is home to more than 100,000 residents. Hanover County, located in Central Virginia, is part of the Greater Richmond area. Located within Hanover County lies the 7 square mile incorporated Town of Ashland. Hanover County enjoys easy access to major interstates and is within a 90-minute drive to Washington, D.C., Virginia Beach, and the mountains of Shenandoah National Park.

Founded on November 26, 1720, Hanover County is approaching its 300th anniversary. It is named for King George I of England, who, at the time he came to the throne, was Elector of Hannover in Germany. Two of the County’s native sons – Patrick Henry and Henry Clay – distinguished themselves as orators, patriots, and statesmen in the early history of this country. Prior to English colonization in the 17th century, the Pamunkey Indians populated the area. The County’s northern boundary, the Pamunkey River, carries their name and they maintain a reservation on the lower part of the river in neighboring King William County. Filled with history, Hanover County has 39 sites on the National Register of Historic Places or the Virginia Landmarks Register and 56 Virginia Historical Markers. Witness the rich historic charm and expansive rural setting with the luxury and convenience of shopping, restaurants, and neighborhoods.
Top employers with the county include:

- Hanover County School Board
- Bon Secours Richmond Health System
- Hanover County Government
- Wal-Mart
- Tyson Farms
- Kings Dominion
- Supervalu Distribution Center
- Randolph-Macon College
- Kroger
- Owens & Minor Medical, Inc.

Enjoy the true small-town appeal of Ashland, where locally-owned shops, restaurants and a quaint town center recall the feel of a simpler time. The Town of Ashland, Virginia, was incorporated in 1858 and was originally founded as a summer community by the Richmond, Fredericksburg, and Potomac Railway (R, F & P). Ashland continues to be an authentic “turn of the century” railroad town. Trains still rumble through the center of town, past Randolph-Macon College, lovely Victorian homes, and various shops. Randolph-Macon College, founded in 1830, is the oldest Methodist College in the United States.

Patrick Henry’s Scotchtown home, dating back to 1736, still stands in Hanover and is one of the County’s oldest homes. The Hanover Courthouse is more than 250 years old and is the second oldest continuously used courthouse in America. The County’s two preserved Civil War battlefields, which are maintained and open year-round, memorialize the Seven Days Battle and the Battle of Cold Harbor.

Located only 15 minutes away, the State’s Capitol, Richmond also boasts world class cuisine, history, culture and a booming brewery scene.

The County’s diverse, strong stable business climate and hard-working residents have enabled it to weather national and state recession conditions well. Hanover’s overall strong economic environment enables it to have the lowest unemployment rate in the Richmond region.

The County’s highly successful economic development strategy and a well-executed Comprehensive Plan ensure that it will be able to sustain healthy economic growth and a high quality of life for residents over time.
EDUCATION

Hanover County’s award-winning public school system was the first Virginia School division to receive the U.S. Senate Productivity and Quality Award for Continuing Excellence. The system surpasses the state average with one of the lowest dropout rates (2.7%) and the highest graduation rate (95.2%) in the region. In 2018, Hanover County Public Schools received a Virginia Board of Education Distinguished Achievement Award for advanced learning and achievement as part of the annual Virginia Index of Performance (VIP) awards. Only 15 of the 132 school divisions in the state received this honor. The International Baccalaureate Diploma Program (IB), Advanced Placement (AP) classes and dual enrollment options are offered at all four Hanover high schools.

In addition to Randolph-Macon College, the region has numerous institutions of higher education including:

- Virginia Commonwealth University
- University of Richmond
- Virginia State University
- Virginia Union College
- Richard Bland College of the College of William & Mary
- J. Sargeant Reynolds Community College
- John Tyler Community College

Virginia Tech and the University of Virginia have continuing education centers in the region as well.

The county’s continually strong list of accolades makes it easy to see why residents enjoy living, working, learning, and playing in Hanover County and the Greater Richmond region. Highlights include:

- Hanover has been recognized by Forbes, Bloomberg BusinessWeek, Money magazine and the American City Business Journals for its superior quality of life.
- U.S. Senate Productivity Award Recipient – 2010
- Top 100 Communities – Money Magazine
- Hanover County named as a “Top Place to Raise Children” by Bloomberg Businessweek.
- Hanover Community Survey – 96% of respondents rated Hanover County as an excellent or good place to live and would recommend living in Hanover to others.

The Greater Richmond region:

- Top 30 Most Fun Cities in America – Business Insider
- Best in the U.S. 2018 – Lonely Planet
- Best Place to Live in America – Business Insider
- #1 Beer Destination in the World - Vinepair

“Hanover County has reason to think of itself as the jewel in the crown of Richmond area localities. With low taxes, little crime, good schools, and a bucolic atmosphere only a few minutes from downtown Richmond, it enjoys the best of both the urban and rural worlds.”

- Richmond Times-Dispatch
GOVERNMENT

Hanover County employs the traditional Board form of government with a County Administrator and a seven-member Board of Supervisors. Hanover is the county seat. Ashland is the only incorporated town within the County.

The Board of Supervisors is the governing body for Hanover County. Voters in each of Hanover County's seven magisterial districts elect one representative to serve on the Board for a four-year term. A chairman and vice-chairman are selected by the Board on an annual basis from among its members. The Board makes decisions on rezoning and other land use matters, passes ordinances, formulates policies, sets the annual County budget and, in general, directs the county government. The Board of Supervisors also appoints the County Attorney. Five elected Constitutional Officers serve the County for 4-year terms.

The County provides the full range of governmental services, including sheriff and fire protection, solid waste management, water and sewer services, parks, recreation and cultural services, planning and development services, and other traditional support activities.

Hanover’s revenues are strong with the county having the one of the lowest levels of fiscal stress and among the highest median adjusted gross income levels in Virginia. Conservative fiscal management has enabled the county to maintain a balanced five-year budget plan that meets the anticipated service needs without a general tax rate increase. Hanover County has earned AAA bond ratings from all three ratings agencies: Standard & Poor’s, Moody’s and Fitch Ratings. Hanover is one of only 45 counties nationwide to have earned this prestigious designation and is the smallest county by population to have done so.

MISSION STATEMENT

To be a premier community by providing superior service through creativity, innovation and sound financial practices.

VISION STATEMENT

A place, inspired by its people, tradition and spirit, which will be the premier community for people and businesses to achieve their full potential.
The operation of public schools in the County is vested in a 7-member School Board, the members of which are appointed by the Board of Supervisors. Operations of the School Board are independent of the Board of Supervisors and County administration as prescribed by Virginia law. A superintendent is appointed by the School Board to administer the operations of the County’s public schools.

The County employs a diverse workforce of nearly 1,700 workers. The operating budget for FY20 is $492 Million.

CHALLENGES

Hanover County is a well-managed County whose leaders have taken pride in the results that they have been able to achieve through a consistent focus on delivering high quality core services, efficiency, and fiscal discipline. Hanover County government is characterized by a confidence that it has persevered in the past through proper planning, prioritization and clear policies that are endorsed by the Board, enacted by the staff, and supported by citizens. Over the next several years, the County Administrator can expect to work closely with the Board of Supervisors and County staff on the following issues:

- Maintaining rural/suburban development at a 30/70 ratio to preserve the high quality of life that currently exists in the County.

- Navigating funding solutions which enable the Schools division to replace aging school facilities, ensuring an optimal learning environment for the next generation of Hanover citizens.

- Enhancing economic development strategies that build on the County’s highly desirable location and other assets, including keeping a high profile in the business community and in regional efforts.

- Exploring options for enhanced broadband service in underserved areas of the County.

POSITION PROFILE

Position Overview
The County Administrator is appointed by, and serves at the pleasure of, the Board of Supervisors. The Administrator ensures effective administration and coordination of all County programs and services by providing high-level direction to County departments to execute the decisions of the Board of Supervisors. The County culture is one of teamwork and collaboration, which starts with a strong partnership between the County Administrator, County Attorney, School Superintendent, and Constitutional Officers. The Administrator directly supervises a staff of three Deputy County Administrators, and the Directors of Economic Development and Human Resources.
Qualifications, Education & Experience

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

- Bachelor’s degree in Public Administration or a related field; Master’s degree preferred.
- Minimum 10 years progressively responsible management experience, with at least five years successful experience at a senior executive/administrator level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of County government operations. Local government experience in Virginia as a manager, deputy or assistant is desirable.
- A record of being an active, visible member of the community, through engaged participation in local activities as a County resident.
- A demonstrated commitment to ongoing professional development through participation in organizations such as the International City/County Management Association (ICMA) and the Virginia Local Government Management Association (VLGMA); designation or progress toward designation as ICMA Credentialed Manager is desired.
- 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, open and personable interactions with all members of the Board of Supervisors, business partners, employees, and community members.
- Professionally competent, with confidence tempered by humility.
- Excellent communication and interpersonal skills, including the ability to collaborate, listen effectively and understand differing views; empathetic.
- Strong 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.
- A promoter of teamwork and collaboration among County departments, Hanover County Public Schools, and across the region.
- 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 Board members, review County structure, policies and procedures, master the budget process, and get up to speed on active capital projects and economic development prospects.
- Active and visible participation in community activities as an engaged resident of the County. Demonstrate a genuine desire to be part of the Hanover life.
- Accessible and responsive to citizen concerns and issues; listening, understanding, providing timely follow-up, and facilitating creative solutions.
- A commitment to open and transparent government; promoting a positive and interactive relationship with County citizens and stakeholders; encouraging citizen engagement.
- Effective communications with all stakeholders; presenting information in a manner understandable to various audiences.
- Fair and equitable investment in and support of County employees and departments.
- A focus on promoting regional communication, cooperation and collaboration.

COMPENSATION & BENEFITS

The compensation for the County Administrator will be competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package, to include 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.

Initial review of candidates will begin on February 14, 2020. Applications received after that date may be considered until the position is filled, however, it is anticipated that telephone interviews with selected candidates will be conducted in late February. 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 kimball.payne@bgllc.net

Questions may be directed to:

Kimball Payne
The Berkley Group
P.O. Box 181
Bridgewater, Virginia 22812
Mobile: (434) 444-3662

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