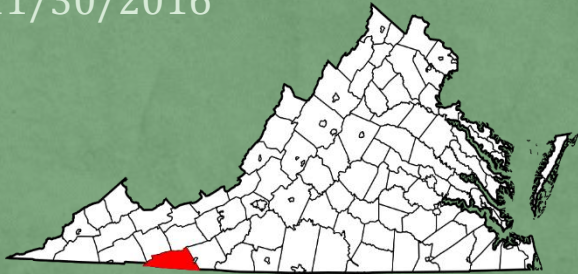


Grayson County, Virginia

Is Seeking a New County
Administrator

Applications Accepted Until
11/30/2016



Grayson
County is a
modern
community
with
traditional
values.

Join our
team of public service
professionals. Working
together to improve
our community.



Applications for
County Administrator
are currently being
accepted.

Grayson County Government

Grayson County operates under the Board-Administrator form of government, with a five-member, elected Board of Supervisors serving as the legislative body of the local government.

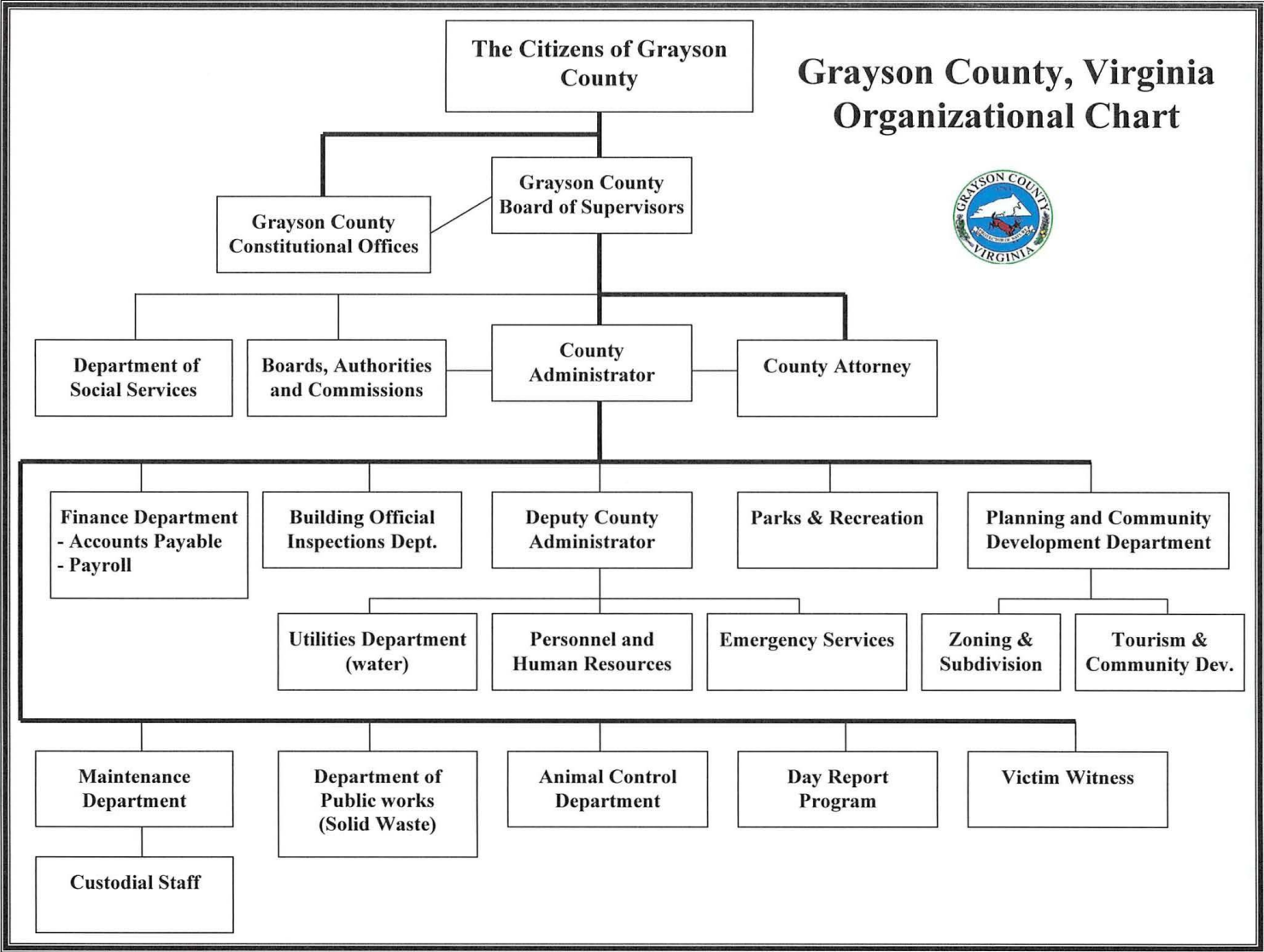
The County Administrator is appointed by the Board and serves at the pleasure of the Board, carrying out the adopted policies, directing business procedures and overseeing day to day operations and activities of all County Departments.

The Grayson County Administrator's Office is home to the Administrator, a Deputy County Administrator, Administrative Assistant & Finance Director. Various Departments work under the direction of the County Administrator to fulfill the vision and goals of the Board of Supervisors.

The Administrative Offices are located at the Grayson County Courthouse at 129 Davis Street, Independence, Virginia. Mailing Address: P.O. Box 217, Independence, VA 24348. 276-773-2471

www.graysoncountyva.gov

Grayson County, Virginia Organizational Chart



Grayson County Board of Supervisors - Goals

- ✓ Development and Implementation of a Comprehensive Financial Policy
- ✓ Develop an Effective and Transparent Budgeting Process
- ✓ Develop and Manage a Capital Improvement Program
- ✓ Build and Maintain a Healthy General Fund Balance
- ✓ Take Actions to Achieve Productivity Gains in each County Department
- ✓ Identify and Pursue New and Creative Revenue Streams
- ✓ Utilize Financial Planning Instruments with all Long-Term Planning
- ✓ Continue to Support Small Businesses and Foster Entrepreneurship
- ✓ Logically Pursue Grant Funding for Economic and Community Development, Infrastructure Development and other Applicable Projects that will Enrich the Local Economy, Create Opportunities, and Improve the Quality of Life for our Citizens
- ✓ Develop New and Productive Partnerships with our Townships, Contiguous Counties, Businesses, Industries and Support Organizations
- ✓ Facilitate the Creation, Attraction, Retention, Expansion and Support of Jobs and Investments (Ex: IDA, EIAP, BRCEDA, etc.)
- ✓ Optimize our natural assets and resources for the benefit of both private enterprise and public enjoyment
- ✓ Ongoing Subdivision Ordinance Review and Update
- ✓ Ongoing Zoning Ordinance Review and Update
- ✓ Redevelopment of the County's Comprehensive Plan
- ✓ Codification (Develop a Grayson County Code Book)
- ✓ Ongoing Review of all County Policies from a "Pro-Business" perspective
- ✓ Adoption of Code of Ethics and Code of Conduct for all County Boards, Authorities and Commissions
- ✓ Utilize all available Venues for Public Circulation of Community Announcements and Government Communications
- ✓ Post BOS Agendas, Minutes and all other matters of Public Interest on the County Website
- ✓ Communicate the Needs and Priorities of Grayson County to our Legislators

Grayson County ... at a glance

- The Board of Supervisors manages a \$20+ million dollar annual budget. Education is the largest expenditure at 29% of the budget. Property taxes are the primary source of revenue.
- The Grayson County Economic Development Authority works with County Administration to promote, facilitate and advance industry & business opportunities in Grayson County.
- The county promotes private and public partnerships to achieve common goals for economic advancement & quality of life.
- The Grayson County School System works closely with the Grayson County Board of Supervisors to fulfill the school system's vision, promote innovative educational opportunities and advance the educational attainment of all citizens.
- The Grayson County Comprehensive Plan and The Grayson County Capital Improvement Program are used by the county's leadership to fulfill strategic goals and capital improvement projects. Visioning, planning & fulfilling strategies are valued.

Grayson County- The Landscape

- Located in SW Virginia, Grayson encompasses 443 square miles. Convenient to the Mid-Atlantic Region & Eastern Seaboard. Two (2) hour drive to Roanoke, Bristol, Greensboro, Charlotte.
- Highest Mountains in Virginia. Thirty-five (35) peaks over 4,000 ft. in elevation. Home to Mount Rogers, Highest Point in VA, 5729 ft.
- Average precipitation is 42 inches/year, the moderate climate is ideal for work & play with average annual temperature of 52 F.
- The New River is the primary watercourse, with over 100 major & minor tributary's across Grayson County.
- Diverse land cover, with 50% of the land in forest cover, 40% in agricultural use, 10% residential, industrial and commercial.



Grayson County-Economy

- Diverse economic landscape. Mix of Agriculture, Manufacturing, Health Care, Public Sector, Correction & Small Business.
- Three (3) Industrial Parks sponsored by Grayson County. Strong local gov't support for advancing mfg. & industry.
- Emerging Creative Economy. Quaint downtowns, highly skilled artisans, tradespeople & local foods movement.
- Industry includes the manufacturing of advanced textiles, fitness equipment & furniture & wood products.
- Strong workforce with devotion, work ethic, technical skills and core values.



The Grayson County Community



- 16,012 persons live in Grayson County, VA, U.S Census July 2015
- Visiting Family & Friends, Outdoor Recreation & Traditional Music are reasons that people visit.
- Community, Church & Civic groups provide a robust entertainment & activity schedule by offering a variety of events/activities.
- Median Household Income is \$28,892 - U.S Census 2010 - 2014

Position Information

Position Title: County Administrator- Grayson County, Virginia

Organization: Grayson County, Virginia

Job Description: The County operates with a 5-member Board of Supervisors who serves as the elected body, with the County Administrator appointed by the Board and acting as the Chief Administrative Officer and Chief Economic Development Officer for the County. The County Administrator is accountable directly to the Board of Supervisors and is responsible for directing and supervising the day-to-day operations of all County departments and agencies under direct control of the Board in addition to carrying out the Board's adopted policies and directing business procedures. For Fiscal Year 2017, the County operates with a General Fund budget of approximately \$20+ million, and provides a full range of services to residents. The Board is seeking a County Administrator who will be a good steward of public funds, build solid working relationships both internal and external to the County and foster a 'team' environment with County staff members that welcomes staff feedback and participation.

Minimum Qualifications: Successful candidates will possess a bachelor's degree in public or business administration, economics, finance, planning or related field; with a master's degree preferred. 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. Past experience of the individual must demonstrate familiarity with a broad range of local government operations ranging from public works and utilities to information technology and economic development. Candidate(s) must have demonstrated a balanced involvement in community activities and public relations as well. A designation as an ICMA Credentialed Manager is a plus.

Posting Detail: Open Date: 11/01/16 Close Date: 11/30/16 Position is considered "open until filled"

Application Instructions: The application deadline is November 30, 2016. To be considered please submit a cover letter, resume with salary history and five (5) professional references via e-mail to bsutherland@graysoncountyva.gov

Following the filing date, resumes will be screened based on the criteria established by Grayson County. The County will review recommended candidates who most closely meet the established criteria.

Grayson County is an Equal Opportunity Employer