Position Announcement
COUNTY ADMINISTRATOR
King George County is approximately an hour drive from both Northern Virginia and Richmond and is situated between the Potomac and Rappahannock rivers. With miles of river shoreline, acres of natural beauty, rich culture, and historic wealth, King George County is called home between the rivers by over 26,000 residents.

The county is comprised of approximately 188 square miles and is a transitioning rural county steeped in history that places a high priority on quality of life through the protection of natural, cultural, and historical resources, as well as by being a regional leader in proactive and progressive planning, development, and government services.

The county’s largest economic activity centers around the defense industry, as King George is the home to the Navy’s largest research and development base—Naval Support Facility Dahlgren. King George County also benefits from a robust manufacturing, defense contracting, and specialized agriculture economy.
OVERVIEW

The county governing body is the board of supervisors, comprised of five members—four who are elected from districts and one elected at-large. The board of supervisors appoints the county administrator, who is the chief executive of the county government and has the responsibility of overseeing all administrative matters not assigned to constitutional officers, such as daily operations of county government, liaison between the board and staff, informing the board and the public about county government, supervising personnel, managing county finances, enforcement of local ordinances, and seeing that county operations are in compliance with relevant state and federal law. It is generally expected that the board will set county policies and the administrator will see that they are carried out efficiently and effectively.

ORGANIZATION

King George County provides a full range of services to residents, including public safety, schools, social and health services, economic development, community development, and parks and recreation. King George County employs 270 full-time and 140 part-time/seasonal staff.

The balanced budget for fiscal year 2023-2024 is $115,383,854, with 54.59 percent of expenditures allocated to public schools and 45.41 percent to general government. Revenues are budgeted to be received from local, state and federal sources, with 1.65 percent utilized from the fund balance. Current tax rates are $0.68 per $100 of assessed value for real property and $3.25 per $100 of assessed value for personal property. The county has a very strong bond rating—Moody’s Aa1, Standard & Poor’s AA+, Fitch AA.
QUALIFICATIONS

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

- A bachelor’s degree in public administration, business management, planning, or a related field (master’s degree preferred).
- Five years of successful leadership at a senior local government executive/management level in an organization with comparable responsibilities; possessing a broad skill set appropriate to the breadth of county government operations or experience and training to show progression towards a senior executive role (15 years of total management experience preferred and Virginia experience highly preferred).
- Comprehensive knowledge of the principles and practice of public administration, local government finance, local and regional planning and subdivision development, and the statutory authority and requirements of county government.
- Demonstrated success in program management, leadership, economic development, financial and utility management.
- Demonstrated ability to integrate into a community.
- 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.
- County residency is required within 90 days of appointment to the position.
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, and get up to speed on active projects.
• Responsive to citizen concerns and issues—listening, understanding, and providing timely follow-up.
• 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; strong, consistent, and equal communications with the board of supervisors.
• A focus on promoting communication, cooperation, and collaboration with constitutional officers, the department of social services, King George County Public Schools, Naval Support Facility Dahlgren, the private sector, and the region.
• Fair and equitable investment in and support of county employees and departments, with a priority of improving competency and accountability.
• An active resident of the community, building relationships with citizens, business owners, Naval Support Facility Dahlgren representatives, and other stakeholders.
BENEFITS & COMPENSATION

Compensation for the county administrator will be competitive depending on qualifications and experience. 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.

APPLY TODAY

Apply today at kinggeorgecountyva.gov/jobs. Applications will be reviewed as they are received. King George is an equal opportunity employer.