



Carroll County, Virginia

is seeking applications
for the position of

County Administrator

About Our County

Formed in 1842 from neighboring Grayson County, Carroll County is located in Southwest Virginia along the border of North Carolina. Part of the Appalachian Mountains, we are the only county in Virginia that has land located in both the Blue Ridge and Piedmont regions of the State. Carroll boasts a strong agricultural heritage combined with industrial development initiatives that provide our citizens with diverse opportunities.



Carroll encompasses 494 square miles and has a population of 29,621 residents based on the 2014 US Census estimate. The county seat is Hillsville. We are ideally located within 600 miles of 66% of the population of the United States along Interstate-77 and only a short twelve miles south of the I-81/I-77 interchange. We are located close to three major airports: Roanoke (ROA), Piedmont Triad International in Greensboro (GSO) and Charlotte (CLT).



Scenic beauty and rich tradition abounds in our County. The Blue Ridge Parkway passes through the Southern portion of Carroll while the New River flows through the western portion. With roots deep in the Appalachian music tradition, Virginia's Heritage Music Trail, The Crooked Road, also passes through Carroll as it winds its way through the Southwest portion of the state.

Educational opportunities are provided through the County's Public School System that contains nine (9) schools, including Carroll County High School, Carroll County Middle School, Saint Paul School and six (6) elementary schools. All schools are fully accredited. Driving innovation in our agricultural tradition,

Carroll County High School is the first school in the nation to offer a STEM (science, technology, engineering and math) Lab dedicated to the study of agriculture. Carroll County was recently awarded



the Virginia Association of Counties highest achievement award for the Stem Lab. Higher education opportunities are available in the surrounding area through Wytheville

Community College, including WCC's Crossroads Institute location and Old Dominion University partnership, New River Community College, Surry Community College, Radford University, Emory and Henry College, and Virginia Tech, all of which are within an hour's drive.

With the lush mountain landscape and rolling hills, outdoor recreation and leisure activities are plentiful in Carroll. Residents and visitors to our county enjoy golfing at any one of several golf courses including Olde Mill Golf Resort and nearby Primland Resort; fishing at Lovill's Creek Lake Recreation Area, the New River, Crooked Creek and other streams; camping at various campgrounds throughout the County including along the New River Trail, a 57-mile rail trail available for walking, biking or horseback riding.

The Carroll County Parks and Recreation Department provides recreational opportunities to citizens of all ages through the provision of a park, playground, picnic shelters, organized sports leagues and the operation of a walking program and senior citizens activities program at the former Woodlawn School building.



Other leisure and cultural activities within the County might include visits to the Blue Ridge Music Center, Black Snake Meadery, Kanawha Valley Arena, Blue Ridge Pumpkins, Foggy Ridge Cider, Peaceful Heart Alpacas Farm Store and nearby Chestnut School of the Arts. The Blue Ridge Plateau Visitors Center operated by the Carroll County Tourism Department welcomes visitors to the area and provides information on the activities to be enjoyed.

Numerous orchards, Christmas tree farms, pumpkin and other vegetable and livestock farms are found



throughout the County. The Southwest Virginia Farmers' Market is located in Carroll and provides both a retail outlet for the public as well as a wholesale warehouse that serves as a hub for food distribution in the Southeast. Promoting the County's heritage and sense of community, the Farmers' Market hosts one of the few remaining county agricultural fairs that attracts visitors annually from neighboring localities as well as other states.

“Blazing New Business Trails,” Carroll County prides itself both in welcoming new business and supporting existing business. In 2014, we had five (5) economic development announcements with 391 new jobs announced and \$13,075,000 in capital investment. There was another economic development announcement in 2015 with an expansion of 20 employees. All buildings in the county’s two industrial parks are full.



Working to retain current industry, in 2013, Carroll became the only county in Virginia who owns and operates its own natural gas system, providing service to businesses in the Carroll County Industrial Park and other locations. Water and sewer infrastructure has been extended to all four (4) Interstate 77 exits in the county.

Carroll also prides itself in being a leader in regional cooperation. “In 2004, The Virginia General Assembly designated Carroll County, the City of Galax and Grayson County as ‘Virginia’s Entrepreneurial Region.’ To promote this distinction, these localities formed the Blue Ridge Crossroads Economic Development Authority (BRCEDA).” BRCEDA has “taken the lead in devoting considerable resources to fostering entrepreneurship as an integral part of our comprehensive economic development plan.” (www.brceda.org) Small business development is fostered through the Small Business Development Center (SBDC). Through its participation with BRCEDA, Carroll County has taken steps to provide opportunities for large employers to locate to our area. The creation of Wildwood Commerce Park, conveniently located right off of I-77 in Carroll County, is a 273-acre site that is jointly owned by Carroll, Grayson and the City of Galax under a revenue sharing agreement. Wildwood is identified by the Virginia Tobacco Commission as a “Megasite” and is ready to attract industry from around the world with 100 acre and 25 acre “pad ready” sites available. Utilities available onsite include electricity, water and sewer. Natural gas service is currently being made available.

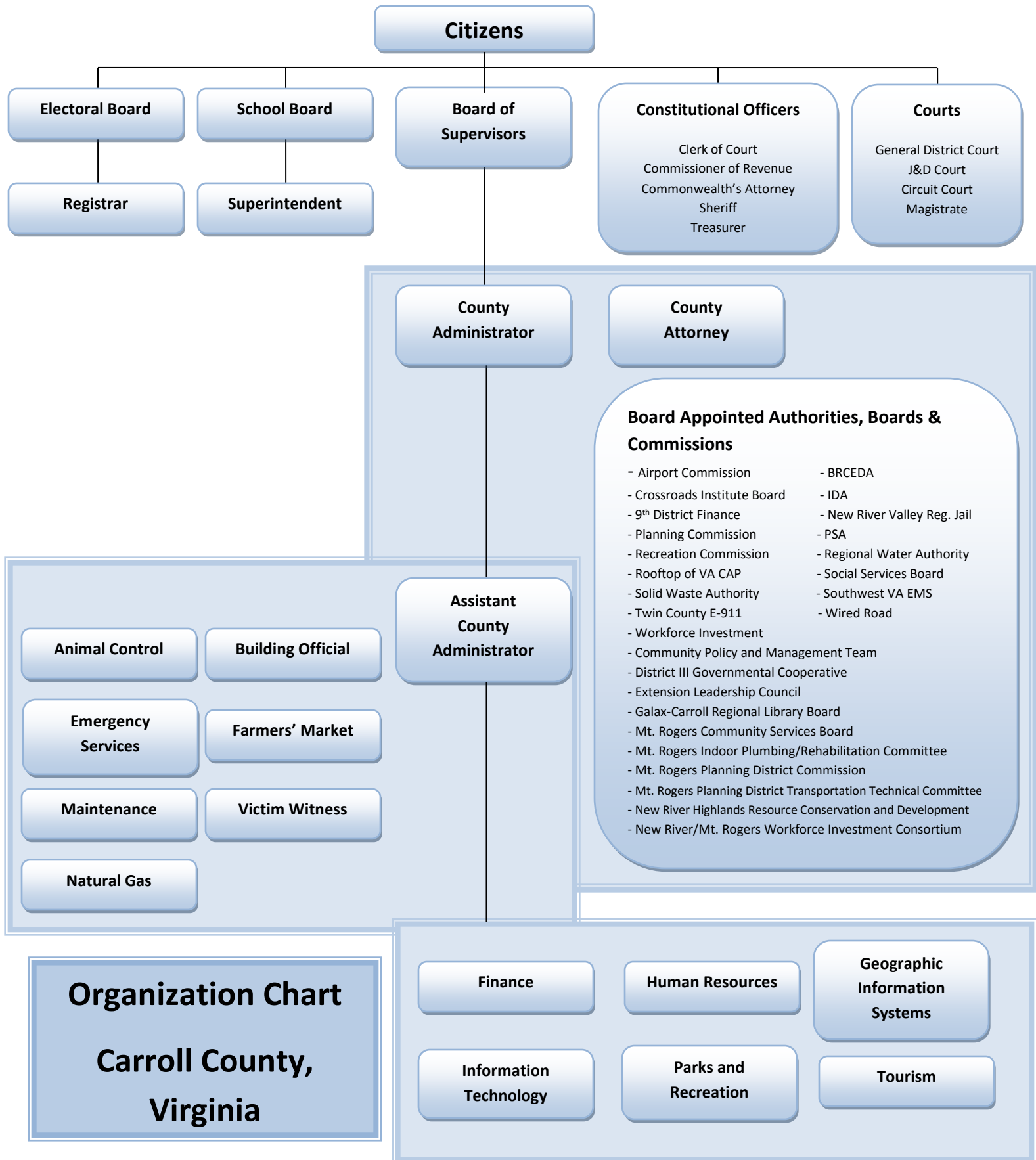
About Our Government

Carroll County utilizes the County Board form of Government. The Board of Supervisors consists of six (6) members: one (1) from each of the five (5) magisterial districts and one (1) at-large member. Members of the Board serve four (4) year staggered terms. The Chair is elected annually.

The Board adopts the County’s annual budget and determines the tax rate necessary to provide services needed by our citizens, adopts ordinances and the comprehensive plan, makes various committee and board appointments, approves claims paid and is responsible for preparing the County to accommodate growth in an orderly manner.

For Fiscal Year 2016, Carroll County’s operating budget is \$41.8 million. Including employees of the elected Constitutional Officers, the County has a total of 268 employees.

More information about Carroll County and its government can be found at our website:
www.carrollcountyva.org.



Organization Chart
Carroll County,
Virginia

About the Position of County Administrator

The County Administrator serves at the pleasure of the Board of Supervisors as the County's Chief Executive Officer, supervising county staff and implementing policies set by the Carroll County Board of Supervisors and the Commonwealth of Virginia. Also, the County Administrator collaborates with other community agencies in providing the best service to citizens of the county.

The duties of the County Administrator's Office include taking and recording minutes of all actions of the Board of Supervisors, pre-audit and sign checks for payment of all general county expenditures, supervise all general county employees, execute and enforce all lawful resolutions and orders of the governing body, and prepare and submit for action the county's annual budget.

General Definition of Work

Performs complex executive work planning, directing and coordinating the overall operation of the County, serving as chief administrative and operating officer, ensuring proper operations, staffing and budgeting, advising and assisting the Board of Supervisors with operations and governance, planning, organizing and directing planning activities, services, programs and staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Supervisors. Organizational supervision is exercised over all personnel within the organization.

Essential Functions

- Oversees the performance of all duties related to being the administrative head of the county and provides organizational vision.
- Ensures that laws, ordinances, resolutions and policies of the Board of Supervisors are enforced; protects county interests.
- Exercises supervision over all departments including the budget process and serves as the Clerk of the Board of Supervisors.
- Acts as the lead Economic Development Officer of the county including confidential work with prospects.
- Obligates and manages resources including manpower, equipment, and real property to support the goals of the county.
- Corresponds with the public, individuals, state and federal agencies as well as elected officials.
- Researches and provides information to the Board of Supervisors members as requested and necessary.
- Creates and/or approves operational procedures to support the Board of Supervisors.
- Develops Board of Supervisors agendas and associated work to invite appropriate individuals and/or groups to address the Board of Supervisors.
- Serves as the Public Information Officer.
- Manages the recruitment, selection, termination, promotion, demotion, transfer and suspension policies of county employees; coaches, counsels, disciplines and evaluates the work of county employees.

- Works with outside funding agencies for Board of Supervisors goals.
- Manages the approval process of Volunteer Emergency Services Personnel to operate county emergency services equipment.
- Works with VEDP, congressional office and SBDC to create, attract, retain, expand and support job growth.
- Visits local industry and prospects as necessary in other states and localities.
- Works with project developers to create employment and capital investment opportunities in the county.
- Manages the local business incentive program.
- Assists in resolving conflicts as necessary with citizens, staff and other individuals and groups as necessary.
- Maintains accurate records of activities and events for future reference and legal needs.
- Provides administrative leadership to the Industrial Development Authority as an ex-officio member.
- Serves as the county representative on various boards and authorities.
- Serves as the Natural Gas Compliance Officer.

Knowledge, Skills and Abilities

- Comprehensive knowledge of public administration principles and practices
- Comprehensive knowledge of local government finance practices
- Comprehensive knowledge of urban and regional planning and development principles and practices
- Comprehensive knowledge of county government laws, ordinances and regulations
- Ability to communicate effectively both orally and in writing
- Ability to write clear and concise reports, memoranda, directives and letters
- Ability to analyze complex problems and develop comprehensive plans from general instructions
- Ability to meet the public and to discuss problems and complaints
- Ability to plan and direct the work of a large workforce
- Ability to establish and maintain effective working relationships with associates, elected officials, local, state and federal governmental agency representatives and the general public

Special Requirements

- Valid driver's license in the Commonwealth of Virginia
- County residency within 6 months of employment

Compensation and Benefits

Salary will be based on the successful candidate's experience and qualifications. The County provides a full benefits package to include participation in the Virginia Retirement System, annual leave, sick leave, group medical insurance, life insurance and other supplementary insurance benefits.