



The County of Botetourt, Virginia

Invites You to Apply for
the Position of

COUNTY ADMINISTRATOR

Location



Botetourt County is located in west central Virginia in the scenic Roanoke Valley. The County has a population of 33,148 according to the 2010 Census and has experienced modest growth over the past 50 years. Richmond, the state capital, is 176 miles northeast; Washington, D.C. is 233 miles northeast; and Winston-Salem, N.C. is 122 miles south of the County. Strategically located on Interstate 81 and adjacent to Interstate 64, Botetourt County is within a day's drive of two thirds of the U.S. population. (see map, page 13)

Part of the Roanoke Metropolitan Statistical Area (MSA), Botetourt County is bordered on the west by Alleghany and Craig Counties, on the east by Bedford County, on the north by Rockbridge County, and on the south by Roanoke County. Its 543 square miles include the towns of Buchanan, Fincastle, and Troutville as well as a number of unincorporated communities. Approximately 85,000 acres in Botetourt County are National Forest lands and off-limits to most development.

History

Botetourt County (pronounced Bot-i-tot) was created by an act of the Virginia House of Burgesses in 1769. It was initially formed from the counties of Augusta and Rockbridge and it derived its name from Lord Botetourt, who was the Governor of Virginia and was regarded as the best of Governors and best of men. After the Revolutionary War, the county's jurisdiction was extended to the Mississippi River, encompassing what are now West Virginia, Kentucky, Ohio, Indiana, and part of Illinois.



Early travelers (mostly Scots-Irish, and then Germans), following the Great Road settled in the fertile valleys and hills. Descendants of many of these early families still live in the county.

The County has three small incorporated towns – the county seat of Fincastle established in 1772, the Town of Buchanan and the Town of Troutville. Each jurisdiction elects its own governing body and provides a varying level of services to its residents beyond those provided by the County.

Economy

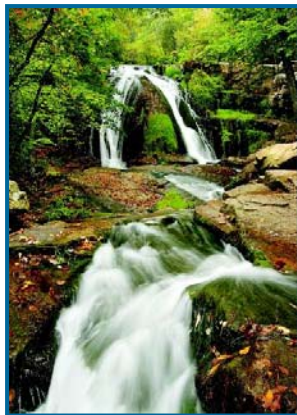
Traditionally, the local economy has been based on agriculture (primarily beef cattle with some orchards and vineyards) and mining (initially iron ore and now limestone); however, the manufacturing sector has expanded significantly within the past 20 years. In its early years, large quantities of hemp, tobacco, wheat, and other crops were grown countywide. Iron ore mining and production was important to the County's early growth. During the Civil War, iron furnaces produced various types of ammunition and steel plates for warships. The ruins of iron furnaces can still be seen in many areas of Botetourt County today.

Transportation also played a key role in the County's development, beginning with the trails and roads that served as historic migration routes to the Carolinas, Tennessee, and Kentucky and continuing through the establishment of the James River and Kanawha Canal system. Increased river traffic and better roads resulted in an influx of commercial activity to Buchanan. Later, the coming of the railroad influenced the growth of other areas of Botetourt County.

More recently, the southeastern portion of the County has seen an influx of suburban/exurban development that has stimulated growth in retail and medical services and encouraged the development of a significant number of small businesses. Tourism has also been an economic factor, with I-81 and the Blue Ridge Parkway bisecting the southeastern portion of the County, attracting travelers to participate in recreational activities, attend special events and visit historic sites, farms and wineries. Increasingly, retirees are discovering the benefits and desirability of a Botetourt location.



Quality of Life



The Roanoke Valley stretches from the Shenandoah Valley to the New River District in the western portion of Virginia. On the region's northernmost fringe, Botetourt County is one of Virginia's most scenic and historically significant counties. The county is filled with rolling hills, miles of hiking trails including the Appalachian Trail, scenic rivers and streams, historic towns and beautiful countryside all within majestic mountain backdrops. Botetourt borders the Blue Ridge Parkway and is home to the headwaters of the James River. The combination of rivers, mountains, scenic countryside and historic towns creates a vacation experience that is second to none. The County places a high value on education and recreation and the County's citizens enjoy an excellent school system, numerous recreation facilities and a quiet, relatively calm way of life.

Population and Income

The Census of 2010 identified 12,672 households in the County with a population density of 124 people per square mile. The Census Bureau data of 2010 also shows that the County has experienced a slight population increase of 8.7% from 2000 to 2010 increasing in total population from 30,496 to 33,148.

Historical Population Growth by Decade	
Year	People
2010	33,148
2000	30,496
1990	24,992

Towns and communities within Botetourt County include the three incorporated towns as well as the unincorporated communities of Blue Ridge, Cloverdale, Daleville, Eagle Rock, Hollins, Oriskany, and Springwood. According to the U.S. Census Bureau's data, the 2009 median household income for Botetourt's residents was \$59,441 and the per capita income was \$28,717. Approximately 7.6% of the local population is reported to live below the poverty line. The racial makeup of the County was 94.91% White, 3.52% Black or African American, 0.22% Native American, 0.47% Asian, 0.19% from other races, and 0.69% from two or more races. 0.59% of the population was Hispanic or Latino of any race.

Major Employers

Over recent years the County has seen significant economic growth. Major industries and businesses include:

Manufacturing		
Company	Product/Service	Estimated Employment
Altec Industries, Inc	Cranes and utility products	300 - 599
Dynax America Corporation	Automotive components	300 - 599
Arkay Packaging Corporation	Custom packaging	100 - 299
Gala Industries, Inc.	Industrial machinery	100 - 299
General Shale Products Corp.	Bricks	100 - 299
Metalsa-Roanoke, Inc.	Truck frame manufacturer	100 - 299
Roanoke Cement Company	Cement	100 - 299
Tread Corp.	Explosives industry equipment	100 - 299
Non-Manufacturing		
New River Electrical Corp.	Electrical plant maintenance	300 - 599
Davis H. Elliot Company, Inc.	Electrical contractor	100 - 299
Howells Motor Freight Inc.	Trucking	100 - 299
Lanford Bros. Construction	Construction	100 - 299
Lawrence Transportation Systems	Transportation	100 - 299
Pepsi Cola Bottling Co., Inc.	Beverage bottling distribution	100 - 299

* Virginia Economic Development Partnership

Business and Industrial Parks

Botetourt County is home to four business parks, three of which are fully occupied. The County's economic development efforts have resulted in over 3,000 jobs being created during the last several years. The EastPark Commerce Center is home to several major businesses and industries including: the Tread Corporation, which has recently expanded its operation in the County and created 100 new jobs, Dynax America and Arkay Packaging. When Dynax America moved into the park, this was their first manufacturing plant outside of Japan. Other parks include Jack C. Smith, Vista Park, and the award-winning Botetourt Center at Greenfield.



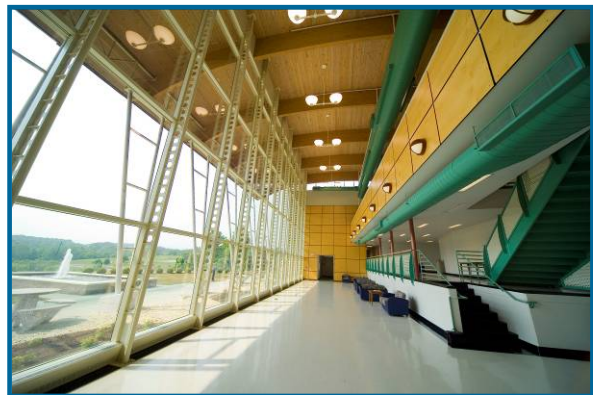
Healthcare Facilities

Botetourt County is served by seven hospitals in nearby Roanoke and the Alleghany Highlands. Hospitals located in close proximity to the County's population centers include: the Carilion Roanoke Memorial Hospital which provides 401 patient beds and also offers neurosurgical services, a cancer center, a 24-hour emergency Medevac unit (helicopter service), and a Level 1 Trauma Center. The hospital is also a major teaching affiliate of Virginia Tech, and the Lewis-Gale Hospital which has 521 patient beds and offers a regional heart and cancer center, rehabilitation center, maternity care and behavioral health care services. Lewis-Gale also has one of the leading Chest Pain Centers monitoring systems. Within the County there are several clinics and a full range of health care providers recently bolstered by two large new clinics constructed in Botetourt by both Carilion and Lewis-Gale.

Education

Botetourt County provides an excellent public school system which works on a cooperative basis with County government. The school division is regularly recognized for the high quality of students it produces. The approximately 5,000 students are dispersed among seven elementary schools, two middle schools, a vocational school, and two high schools, all of which are fully accredited. The school division is governed by a five-member independently elected School Board elected to serve four-year terms. The School Board's primary role is to develop policies guiding the operation of school programs.

Botetourt County has access to several universities and colleges in the area. Within a short drive of the County, residents enjoy access to Virginia Tech, Hollins University, Southern Virginia University, Virginia Military Institute, Roanoke College, Virginia Western Community College and Dabney S. Lancaster Community College, all of which provide a wide range of educational offerings and special courses. Virginia Western manages an education and training center in a County-owned facility located in the Botetourt Center at Greenfield.



Libraries

Residents in Botetourt County have access to four libraries which also serve residents in the Roanoke Valley. The main library is in Blue Ridge with branches located in Fincastle, Buchanan and Eagle Rock. A bookmobile also serves County residents visiting nineteen locations on a regular rotating basis. The County's library facilities offer citizens free access to the internet and a wide range of e-books, books, DVDs, videos, audio tapes and magazines. Each facility offers special library programs scheduled throughout the year for children and adults and a section of the Fincastle Library is dedicated to genealogical research.

Recreation

Botetourt provides many different opportunities for the residents of the County to enjoy their leisure time with a number of biking routes, equestrian trails, camping, fishing, boating, hiking, and bird watching venues available. There are over 400 acres of public park and athletic facilities in the County including the 20-acre Blue Ridge Park, the 20-acre Buchanan Park and the 125-acre Greenfield Park.

Greenfield Park includes the award-winning Botetourt Sports Complex that hosts a variety of softball, baseball and soccer tournaments each year including the NCCAA Women's Softball national championship and a number of youth softball and baseball tournaments.



The Botetourt Swim and Golf Club provides a par 71 golf course on its 6,065 yards of fairways which has beautiful views of the Allegheny and Blue Ridge Mountains. The Ashley Plantation Golf Club offers 27 holes of golf with two tennis courts and three swimming pools.

The County is also actively engaged in providing recreational activities for its citizens. In 2010, 11,635 children and adults were served by County recreation programs. The County is working toward improvements in all its facilities to foster more activities, which are viewed as a boon to the local economy.

Botetourt County Government

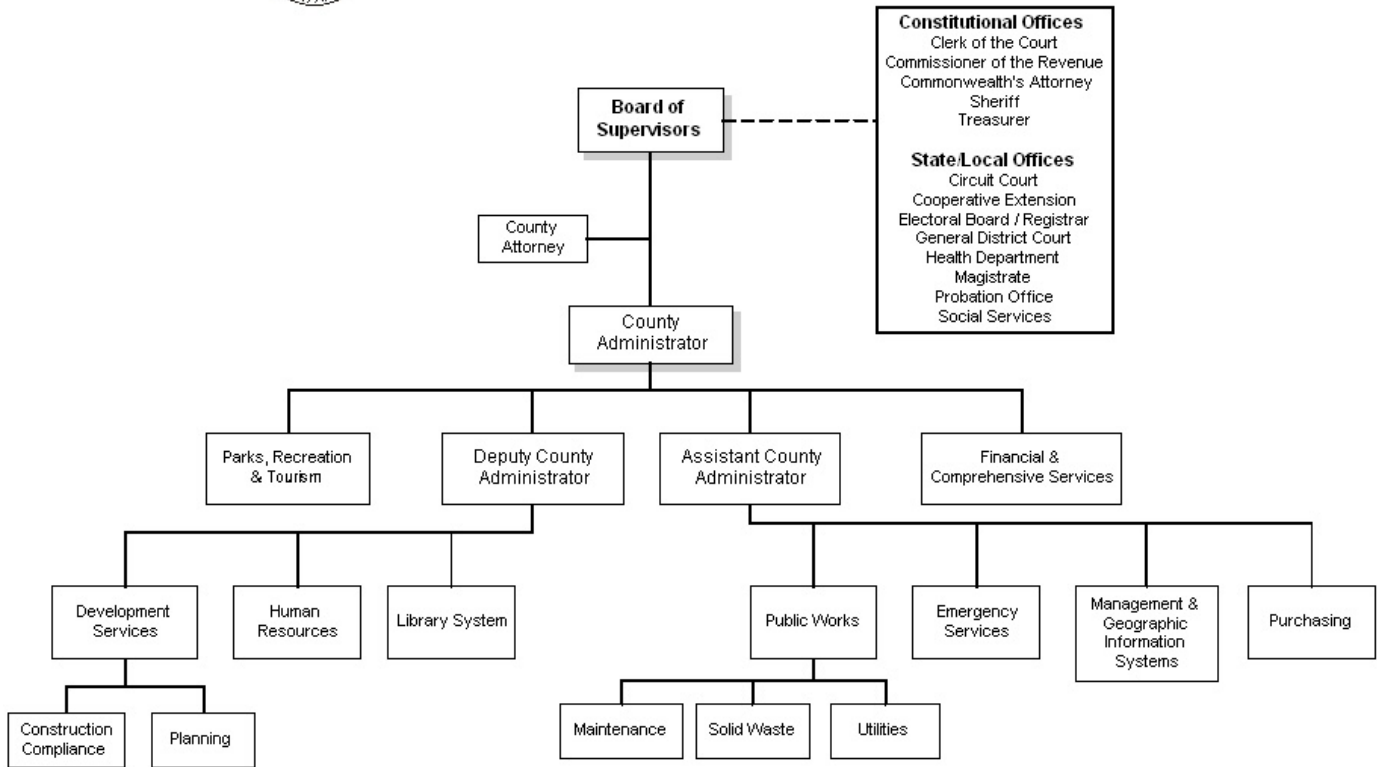
Botetourt County is governed by a five-member Board of Supervisors who serve staggered terms and meet on the fourth Tuesday of each month. The Board of Supervisors oversees County's government related operations, enacts ordinances, establishes policies, sets the tax rates, and approves the budget in accordance with the desires of the residents and applicable state and federal laws. Board members are chosen from five districts and the Board Chairman is elected annually from the five members. The Board has adopted a vision statement to help guide the County into the future. The Vision states:

"We the elected Supervisors of Botetourt County envision a community where County residents are attaining higher educational and economic goals; are enjoying a quality of life marked by safety and security, environmental protection, quality business and residential development, and a variety of recreational and cultural opportunities; and are pleased with the value and cost of county government services."

The elements contained in this vision statement are bound together and form the foundation by which the Board incorporates the values of the past, present and a look toward the future in serving the citizens of Botetourt County.



Botetourt County Government Organization



County Administrator

The County Administrator directs the operations of Botetourt County’s government, balancing the day-to-day needs of citizens while guiding the development of services and facilities that support a growing community and serves in an advisory capacity to the Board of the Supervisors. The County Administrator is responsible for effectively and efficiently implementing policy and directives as approved by the Board, ensuring smooth delivery of services to County citizens, identifying challenges facing the County and providing the Board with accurate, timely information on which to base its decisions and supporting countywide strategic goals while providing direction to County staff. The Administrator is assisted by a Deputy County Administrator, an Assistant County Administrator, and nine department directors who provide leadership to operating departments and act as liaisons for assigned groups. Currently the County staff consists of approximately 280 full-time equivalent employees who are involved in the delivery of core services to the County’s citizens. The fiscal year 2011-2012 adopted budget for all County funds (including Schools) totals approximately \$85.9 million.

County Services and Departments

Development Services

The County reorganized the Building, Planning, Zoning and Engineering Divisions into the Development Services Department to provide a higher level of service to residents and the construction community. This

office is responsible for all short and long-range planning affecting the development of Botetourt County and provides information related to land use, zoning, floodplain determinations, permits, plat approvals, rezoning, subdivision approvals, inspection and enforcement duties, utility and stormwater engineering reviews and approvals.

Parks, Recreation and Tourism

The Department of Parks, Recreation and Tourism sponsors a wide range of sports programs, maintains a variety of high quality recreational facilities and provides a wide range of classes and trips for program participants. The Tourism Office was awarded a 2011 VACo Achievement Award for the Upper James River Water Trail initiative.

Public Safety

Emergency Communications/E911 Center

Botetourt County's Emergency Communications Center was completed in 2001. This Center provides the backbone for communications for a full service emergency services delivery system in the County. The Communications Center utilizes modern radio equipment, telephone and GIS mapping systems to receive calls from landlines and wireless devices with a high level of security, backup power and other communication resources.

Fire and Rescue

Botetourt County has a well developed emergency services delivery system. The County Emergency Services Department serves over 32,000 residents within the 548 square miles of the County and coordinates the activities of seven volunteer fire departments and six volunteer rescue squads. Due to shortages of volunteers during certain times during the day, the County has moved toward developing a 'combination' system of service providers to supplement and support the County's rescue squads and fire departments.

Public Works Department

The Botetourt County Public Works Department is comprised of three divisions for provision of services to County residents: Maintenance, Solid Waste and Utilities. Public Works also includes the County Engineer function.

Maintenance

The Maintenance Division oversees maintenance and custodial services for County offices, court buildings, social services, libraries, community buildings, education center, Sheriff's facilities and the Commonwealth Attorney's office. The Division also manages the grounds around the County's government facilities in Fincastle.

Solid Waste Management

The Solid Waste Management Division is responsible for the County's solid waste and convenience centers and oversees the County's recycling program. The County operates one convenience center and eight recycling sites strategically located throughout the County. Door to door collection of trash is privatized. A curbside recycling collection pilot program is currently underway.

Utilities

The Utilities Division operates the County's water and wastewater distribution and treatment systems. The County is a contractual partner of the Roanoke Regional Wastewater Treatment Plant which serves the

southern portion of the County. In recent years, the County has aggressively acquired private water systems. Funding for Utilities consists of a separate enterprise fund.

Financial Services

The Financial Services Department is responsible for all financial aspects of the County, including preparation of the budget, handling accounts payable, payroll and other related financial functions of the County. This office has received the GFOA Certificate of Excellence in Financial Reporting for six consecutive years.

Other Departments

The County also operates several other smaller, but important departments, which support day-to-day operations of Botetourt's government. The County has a well developed Management Information Services Department responsible for maintenance of the County's technology systems. Other smaller functions include the County's Geographic Information System office, which oversees maintenance of the County's mapping resources, and the County's Purchasing Office, which oversees all procurement functions under the State Code and County ordinances.

Constitutional Officers

The County is also served by five additional elected officials: the Clerk of the Circuit Court, Commissioner of the Revenue, Commonwealth's Attorney, Sheriff, and Treasurer. The Clerk of the Circuit Court serves an eight-year term of office while all other officers serve four-year terms. Roles of these elected officials are detailed as follows:

Clerk of the Circuit Court

The Clerk of the Circuit Court is the custodian of the Circuit Court records and handles administrative matters of the Circuit Court. The Clerk attends all sessions of Criminal Court, jury trials of all Chancery and Common Law cases and any other court session for which the Judge requests his or her presence. The Clerk's Office serves as the official custodian of all permanently preserved records pertaining to Botetourt County. Documents permanently preserved include all land transaction such as Deeds, Deeds of Trust, Mortgages, Releases, Assignments, Powers of Attorney; Probating Wills and Qualifying of Fiduciaries. The Clerk also issues and files marriage and hunting and fishing licenses; prescribes oaths and bonds as required by law and maintains certain election materials.

Commissioner of the Revenue

The Commissioner of the Revenue is responsible to the citizens of the County for the assessment of real and personal property, public utilities and bank franchise taxes, as well as the processing of business licenses. The Commissioner also assists in the real estate assessments process by handling land transfers, updating records, and other State requirements.

Commonwealth's Attorney

The Commonwealth's Attorney is responsible for the prosecution of felony, misdemeanor and traffic cases in the County.

Sheriff

The County's Sheriff's Department provides law enforcement services for the County as well as the Towns of Fincastle, Troutville and Buchanan. The Sheriff's Department, which was recently re-accredited, is responsible for enforcement of all state, local and federal laws, protection of life and property, civil process,

court security and the operation of the jail. The Sheriff's Department consists of 92 highly trained law enforcement officers and 20 support personnel.

Treasurer

The Treasurer is responsible for the collection of all licenses, fees, and taxes rendered by the County and all State Fiduciary Income and State Estimated Income Taxes. The Treasurer is responsible for the proper accounting of all receipts, investing idle cash balances, and maintaining all bank accounts used by the County and the School Board.

To learn more about Botetourt County go to <http://www.botetourt.org>



COUNTY ADMINISTRATOR PROFILE

Education and Experience

A bachelor's degree in business or public administration, public policy, finance, planning or related field is required, with a master's degree in a similar academic area preferred. At least seven (7) to ten (10) years of public management experience as a Chief Executive/Administrator or Deputy Chief Executive/Administrator in a comparably sized community or organization with a wide range of knowledge and duties in operations and management desired. Past experience should demonstrate high levels of performance in areas that include finance and budget, economic development, staff development and maintaining positive lines of communication at all levels. ICMA Credentialed Manager designation desired, but not required.

Skills and Past Performance

Administrative ability. Must have demonstrated a high level of ability in working cooperatively with his or her current governing body, a variety of staff, Constitutional Officers, independent Boards and Commissions and Town governments in a diverse community which ranges from very rural to suburban in nature and development patterns. Must be able to analyze administrative processes and provide recommendations with an eye to the future to maintain and improve efficient and highly responsive operations for all County government functions. Superior written and oral communications and negotiating skills are essential, including the ability to make difficult recommendations and decisions in a timely fashion.

Board and intragovernmental relations. Ability, interest and willingness to take time in working with the Board, Constitutional Officers, citizens and various advisory body members so that they may be well informed and understand technical processes. Should be willing to provide an acceptable level of detail and adequately inform the entire Board, equally, on a regular basis, so that there are no surprises. Clear and concise written and oral communications with all audiences are essential. Must be willing to challenge the Board and staff with new ideas and able to accept constructive criticism and implement needed changes. The successful candidate must be able to present various sides of an issue that affect the County to all parties in a clear, concise and unbiased manner. The individual should be able to participate in development of sound County policies and directives, interpret existing County policies and carry out the intentions and directions of the Board of Supervisors with energy and enthusiasm.

Budget and finance. Should have significant knowledge and experience in successfully managing a county, city or town budget of comparable size and complexity in a difficult economic environment. Must understand the various methods of maximizing resources, financing options and ensuring a wise use of limited public resources. Must understand basic governmental accounting practices and the need for, and the value of, long range financial planning. Must have an understanding of and willingness to maintain a 'seamless' automated system of accounting and financial record keeping.

Human resource management. Must demonstrate a personality that can communicate the governing body's goals, needs and directives to employees and other external customers. Must be engaged with and able to lead and motivate County employees to work as a team under his/her direction to a level of high performance and demonstrate fairness in dealing with staff. Should have demonstrated a commitment to challenging employees and improving governmental processes and actively measuring employee accountability while expanding training opportunities to maintain and improve employee and organizational efficiency and performance.

Community relations. Candidate must be customer service oriented, visible, actively engaged in public discussions, and have the ability to understand the diverse and changing needs of various community and private sector groups in the County. Candidate should be able to present a confident image of the local government to the community at large.

Intergovernmental relations. Must be able to relate to, maintain and expand existing relationships with other local governments, regional organizations, the County's school division and state and federal agencies in a manner which is positive and beneficial to the County.

Professional Skills and Management Style

- Ability to maintain and build upon positive relations with members of the Board of Supervisors, Constitutional Officers, the School Board and School Superintendent, citizens, public safety providers, community groups, department heads and other governmental entities
- Strong, confident, proactive leadership style who enjoys leading by example while being results oriented and mission driven
- Team builder who serves as a mentor and coach to staff and is willing to empower them in the decision making process while monitoring their growth and progress
- Open to new ideas with the ability to provide alternative solutions and options, make recommendations with confidence and the courage to do what's right, even in the face of adversity
- Trusted individual, who accepts direction from the Board of Supervisors and is able to implement complex policies in a timely manner
- Results oriented and transparent in all dealings
- Ability to analyze large amounts of complex information and develop reasonable, practical and innovative solutions to identified internal and external problems and management issues.
- Fair in approach to decision making, when called upon, yet firm in application of policies, rules and laws
- Excellent communication skills with the ability to communicate with various constituencies without intimidation and condescension
- Flexible, can adjust to direction from the elected leadership

Personal Traits

- Loyal to the County in all dealings and able to act in the best interest of the County at all times without concern for their personal interest
- Self starter, innovator, hard working, producer
- High moral standards, with a high degree of integrity, ethical, honest, open and candid with the ability to maintain confidentiality when in the best interest of the County
- A good listener who is analytical, seeking all the facts on a given issue, before making a decision, with good common sense
- Inclusive in the decision making process with a 'can do' attitude
- Mature and self confident; comfortable 'with who they are' and slow to anger with a good sense of humor

- Civil, compassionate and patient in dealing with others
- Tactful, discrete, diplomatic and apolitical
- Creative and open minded to new ideas
- Service oriented, visible and participating member of the Botetourt County community
- Accessible, highly responsive, team and service oriented
- Humble; willing to give credit to others for joint accomplishments

Issues/Challenges

- Carefully assessing methods of finance for capital projects, particularly a long planned for elementary school, sports complex expansion, utilities development/expansion and other needed capital projects
- Developing a plan to successfully provide a strong volunteer emergency medical services system supported by paid County staff through continued development of a ‘combination department’
- Building upon past success and expanding economic development opportunities in a targeted manner while recognizing the County’s desire to preserve agriculture as a major economic contributor
- Working with the Virginia Department of Transportation to ensure that the reconstruction of the Troutville/I-81 Exit 150 interchange is completed
- Developing realistic budgets and managing resources effectively in an economically challenging period

Compensation and Benefits

The salary for the position is negotiable, within a range of \$130,000 to \$140,000, based on qualifications and experience. Benefits include, but are not limited to, participation in the Virginia Retirement System, deferred compensation, vacation and sick leave, group life insurance, medical insurance, professional dues and conference expenses. Moving and relocation expenses may be negotiated with the County. County residency is required within a reasonable time of appointment to the position.

Application and Selection Process

Résumés received by **January 5, 2012** will receive priority consideration. Position remains open until filled. Following the filing date, résumés will be screened by Springsted Incorporated based on the criteria established by the County of Botetourt. After a process, which will include interviews and reference checks for those candidates who are determined to be best suited for the position, a group of finalists will be presented to the Board of Supervisors for their consideration. The finalists should be interviewed in Botetourt County during the month of January, 2012.

To be considered, please submit a letter of interest, detailed résumé outlining career accomplishments including salary history and a minimum of five (5) professional references to the contact on the following page:

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Botetourt County is an Equal Opportunity Employer.

