



The County of Northampton, Virginia

Invites you to apply for
The position of

County Administrator

County Profile

Northampton County, Virginia comprises 209 square miles of the southernmost land area of a 70 mile long stretch of the Delmarva peninsula known as Virginia's Eastern Shore. "The Shore" as it is affectionately named, is cradled by the Atlantic Ocean and Chesapeake Bay or what is known locally as Bayside and Seaside. The Seaside, in particular, contains the largest island wilderness chain on the U.S. Eastern Seaboard.



The Shore is a place that has remained relatively unchanged through the times. Its pristine condition is mainly a result of the surrounding waters of the Chesapeake Bay and the County's isolation to large East Coast metropolises such as Virginia's Tidewater Area (Virginia Beach and Norfolk). Generations of families have created a rich tradition of living off the land through farming and fishing. For centuries a unique harmony, between mankind and nature, has evolved from these circumstances. Northampton County's central location on the Eastern Seaboard places it less than a one day drive from areas such as New York City, Philadelphia, and Washington, D.C.



Northampton County contains numerous natural and cultural sites, including two large public parks, Eastern Shore of Virginia National Wildlife Refuge and Kiptopeke State Park, located at the southern end of the county. Eastville serves as the county seat and other incorporated towns include Cape Charles, Cheriton, Exmore, and Nassawadox. Historic townships, such as Eastville, Cheriton and Cape Charles contain buildings that speak to over 350 years of architectural design in the United States.

History

The Algonquin Indian Tribe called the region now known as the Eastern Shore Accomack or "on the other side of the water place." There were over 2000 original inhabitants on the Eastern Shore at the time of the first European landings.

The first recorded landing was in 1603 by Captain Bartholomew Gilbert, a nephew of Sir Walter Raleigh. All of the landing party, including Captain Gilbert, was killed by Native Americans.

In June 1608, Captain John Smith from Jamestown made a successful landing on the Eastern Shore. He established trading relationships with the Native Americans and charted the first known mainland map; the earliest copy of this map was published in 1612.



In 1614 land was bought from the Native Americans to use as an outpost for the Virginia Company. The first permanent settlement soon followed in 1620. Northampton County was one of the original eight Virginia shires established in 1634. This area extended south from Maryland and was at that time called Accomack. In 1643, the name was changed to Northampton after the Northamptonshire in England, birthplace of two prominent local citizens. Twenty years later the peninsula was divided into two counties and both historic names, Northampton and Accomack, came into use. By the 1703 Census, Northampton County had a population of 2081 English settlers. Current population is 12,389 (2010 Census).

Local government began on the Eastern Shore in 1632 with commissioners meeting as a court. They gathered in homes of individual members or in privately owned buildings such as taverns. Early court records were kept in clerk homes and have miraculously survived to the present day. These documents are the oldest continuous County court records in the United States, dating from 1632. The first official County seat was located in Townefield or what is now known as Cheriton. The County seat moved several times and was permanently relocated to Eastville in 1731. The Courthouse, which still functions today, was constructed at this time. Almost 40 years later in 1770, the Clerk's Office and Debtor's Prison were added.

Business

Northampton County is home to a wide variety of employers, ranging from manufacturing to tourism based businesses. The majority of the County's employment is in services, government, agriculture, trade and manufacturing. The County's largest manufacturing employer is Bayshore Concrete products. The largest non-manufacturing employers are the Chesapeake Bay Bridge Tunnel Authority and Riverside Shore Health Services. The County seeks to build its economy by attracting new manufacturing and service industries, diversifying its agriculture and aquaculture sectors, improving its tourism infrastructure, supporting and assisting in the deployment of high-speed broadband services and recruiting and attracting information technology services, and growing its entrepreneurial skills by encouraging small business location and development. To accomplish these goals, the County has formed cooperatively with Accomack County the Eastern Shore of Virginia Broadband Authority and the Eastern Shore of Virginia Tourism Commission. Additionally, the County has a Joint Industrial Development Authority to partner and assist with financing opportunities for business development and expansion.

Education



The Northampton Public School System has an ethnically diverse community of approximately 1,483 students. There are four schools, including one high school, two elementary schools and one alternative learning center. Every classroom has computers; and every school has internet access, science labs and computer labs. .

County Government

The Board of Supervisors consists of five representatives, one from each of the County's five voting districts. Supervisors are elected for four-year terms. The Board is the policy-making body of the County and is vested with all rights and powers as specified by the state law under the County Board Form (Section 15.2-400 through Section 15.2-418) of government. The Board takes action by adoption

of ordinances or resolutions. The Code of Virginia states that the County Board of Supervisors shall have the power to:

- Prepare and approve the County budget
- Levy taxes and appropriate funds
- Audit claims against the County
- Issue warrants in settlement of all claims and accounts
- Construct and maintain County buildings
- Approve and enforce the County's comprehensive plan and land use control ordinances
- Make and enforce ordinances for police, sanitation, health, and environmental government as authorized by law

The Board elects annually a chairman who presides at each Board meeting and serves as the official head of the County government. A vice chairman is elected as well and serves in the absence of the chairman. This election occurs in January of each calendar year.

The administrative head of the County Board Form of government is the County Administrator. The County Administrator is appointed by the Board of Supervisors and serves at the pleasure of the Board. The Administrator is a full-time employee whose duties are to implement County policies as determined by the Board of Supervisors and oversee the day-to-day County business operations through a staff of professional department heads. This position has no definite term and the Administrator may be removed by a majority vote of the Board at any time.



The County Board Form includes constitutional offices that provide certain administrative functions. Northampton County has four constitutional officers: Commissioner of Revenue; Commonwealth's Attorney; Sheriff and Treasurer who are elected to four years terms that are not limited. The fifth constitutional officer, Clerk of the Circuit Court is also elected but has an eight year term.

The County's Fiscal Year 2017 budget, inclusive of public school funds, was \$42,449,757 and the County employs 199 full-time and 70 part-time staff. The County is the recipient of the Government Finance Officers Association's Distinguished Budget Presentation Award. The County's full budget document and other financial related information can be found at www.co.northampton.va.us.

County Administrator

Appointed by the Board of Supervisors, the County Administrator is the Chief Administrative Officer of the County and is responsible for the implementation and execution of policies established by the Board. In addition to daily administrative duties, the County Administrator is also responsible for the development of the annual budget, recommends service delivery and policy implementation, provides an operational framework under which County employees work, and ensures that all affairs of the County are carried out in an effective and responsible manner. The County Administrator also serves as the Director of Emergency Services. Operating under the direct supervision of the County Administrator is the Assistant to the County Administrator as well as several department heads.

Major Departments of Northampton County Government

Development Department

This Department was created during the FY 2017 Budget process as a combination of the Economic & Community Development Department, the Building Inspections Department, the Planning & Zoning Department and the Code Compliance Department. Currently, this Department has a staff of fourteen and functions with a Fiscal Year 2017 budget of approximately \$815,000. As of this date, the Economic & Community Development Department functions have been eliminated from the budget and are being assumed by the Board of Supervisors. Functions of the remaining sections include:

(1) Planning & Zoning: Staff oversees the administration of the County's comprehensive plan and land use regulations. Department staff performs erosion and sediment control administration for four of the County's five incorporated towns; zoning and subdivision administration for only one of the County's four incorporated towns and zoning, subdivision and development review for the County. This office also serves as the first contact for developers and landowners who are considering new development or changes to existing properties. Most importantly, staff works alongside the community's citizens to create the long range goals, plans and strategies that shape the future of Northampton County. The staff provides support to the County's Planning Commission, Wetlands Board, Board of Zoning Appeals, the Agricultural and Forestal District Advisory Committee and the Board of Supervisors. Staffing has been increased to ensure adequate attention is devoted to long-range planning for the County and the County has developed a sophisticated GIS system for tracking land use changes. Staffing includes a Zoning Administrator, Long Range Planner/GIS Coordinator, Zoning Inspector and Permit Technician.

(2) Building Inspections: Staff administers the County's building and construction regulations and associated laws of the Commonwealth and the County. Staff reviews plans and issues permits for structures and/or building additions as well as erosion and sediment control. This section, which is supported by permit income, is comprised of a Building Official, a part-time Building Inspector, and Permit Technician.

(3) Code Compliance: Staff enforces a wide variety of beautification and nuisance ordinances including abandoned and inoperable vehicles, tall grass and weeds in designated areas, solid waste disposal violations and abandoned and unsafe structures. Staff includes a part-time Compliance Officer.

Finance Department

The Finance Department under the direction of the County Administrator works with the all County departments to insure the financial integrity of the County government's fiscal operations. Its responsibilities include financial reporting, budget preparation and monitoring, debt management, personal property delinquent tax collections and financial accounting. The department performs activities such as payroll and accounts payable and reports quarterly to the Board of Supervisors on the County's financial position and budget performance. The department is also responsible for maintaining fixed asset records, grant reporting and preparation of the Comprehensive Annual Financial Report (CAFR). The Finance Director supervises three full-time positions including the County's Human Resources Coordinator and two Accounting Technicians.

Other County Departments

Parks and Recreation Department

The Northampton County Parks & Recreation Department provides facilities and programs to serve the leisure, social, cultural and recreational needs of the community. Programs are provided at schools, athletic fields, parks and other facilities located throughout the County. Information is gathered from the community to determine the need for services.



Public Works Department

The Public Works Department consists of the Maintenance Department (General Property), Boats and Harbors, and Public Utilities. General Property provides the maintenance and repairs of all county owned property, equipment and facilities other than vehicles, and property owned by the school system. This department provides: basic maintenance, repairs and installation of building related mechanical equipment, electrical systems, plumbing, sanitation, and furnishings; maintenance of interiors and exteriors of buildings, parking lots, boat ramps, no-wake signs, fences and similar structures; support of the Emergency Services Department during hurricanes, winter storms and similar events. Boats and Harbors provide for oversight and management of the County-owned public boat ramps and harbor slips at Oyster Harbor and Willis Wharf Harbor. Public Utilities provides for the daily management of the County Complex Water and Wastewater systems that service the Courthouse, Regional Jail, Social Services, Sheriff, Probation Services and County Administration as well as the well and septic system for the former Northampton Middle School and the Bayview Water and Sewer systems, a residential housing project.

Solid Waste Department

The Solid Waste Department manages the waste stream generated by its residents and visitors through six manned waste collection centers strategically located through the County which are collected and transported to the County Transfer Station. The County engages a third party vendor to haul and transport all County waste out of the County and disposes it in an off-site landfill. The County engages a third party vendor to provide a single-stream recycling system for paper, plastic, glass and metal which is offered at each of the manned waste collection centers. The County accepts brush and yard waste and tires at the site of the Transfer Station.

Information Technology Department

The Information Technology (IT) Department provides computer support services to County Departments and Constitutional Offices. IT provides assistance with the development, operation and maintenance of computer systems in order to increase staff productivity and efficiency through improved information systems and services. Currently, the County's main computer system provides high-speed internet access to staff, processing for Planning and Building Inspection and a centralized Geographic Information System (GIS). The County's email and web page are administered by IT staff through support services provided by private vendors.

9-1-1 Emergency Center Communications

The Eastern Shore of Virginia 911 Communications Center is the public emergency answering point for the Counties of Accomack and Northampton. All 911 calls are received by the ESVA911 Communications Center. Law enforcement calls are transferred to local Sheriff's Offices or the Virginia State Police for handling and dispatching. Fire and emergency medical services calls are handled and

dispatched directly to fire and EMS agencies by the staff of the Eastern Shore of Virginia 911 Communications Center.

Emergency Management Services

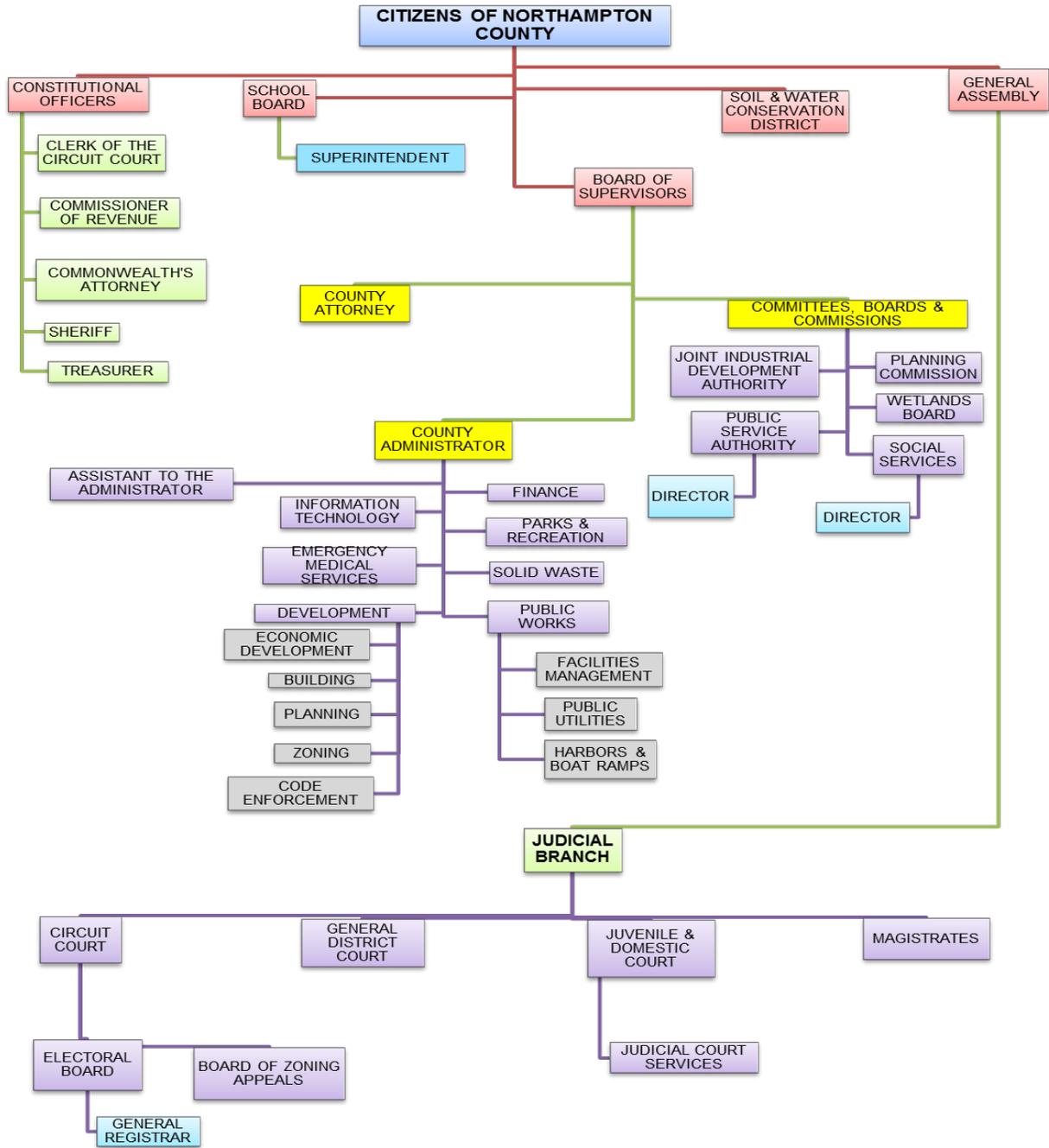
Northampton County maintains a combined EMS system consisting of three volunteer EMS agencies supplemented by paid County staff: Community Volunteer Fire Company, Northampton Fire & Rescue Company and Cape Charles Rescue Service receive funding through billing for services and fund raising activities (i.e. bingo, letter drive, etc.) as well as an annual financial contribution from the County. Northampton County provides support to these EMS agencies by employing career staff to supplement volunteer coverage at each of the three stations. In the summer of 2011, the County purchased a new ambulance and began providing supplemental coverage to the volunteer squads.



The Northampton County Department of Emergency Medical Services (EMS) currently employs, as full-time providers, 23 Paramedics, Enhanced/Shock Trauma and Basic Emergency Medical Technicians; as part-time providers, the County employee's sixteen individuals, at varying provider levels. Within these employees is an established chain of authority, which includes an EMS Director/Chief, EMS Captain and EMS Lieutenant. These officers share responsibilities as the Infectious Disease Designated Officer, Human Resource Officer, Safety and Health Officer, Public Information Officer and Privacy Officer.



For more information, visit <http://www.co.northampton.va.us/>



County Administrator

Education and Experience

A bachelor's degree in public administration or a related field is required, a master's degree highly desirable. A minimum of five years of public-management experience as chief administrative officer or in a responsible local-government position required. Past experience of the individual must demonstrate familiarity in areas that include planning, public administration, finance, human-resources management and public relations. Experience in successfully balancing commercial and residential growth in a rural area is an important consideration.

Skills and Past Performance

Administrative ability. Ability to conduct all County administrative responsibilities in a way that exemplifies professional standards and reflects positively on the County, its goals and values. Must be able to develop effective working relationships with department heads by articulating clear expectations and ensuring interdepartmental coordination on issues affecting more than one department. Good communication skills are a must, including the ability to listen and communicate with various segments of the community and to develop good relations with the business, seafood and agricultural community. Experience in effectively using existing community resources and in fostering partnerships with public, private and nonprofit organizations desired. Must be willing to devote whatever time is necessary to achieve the goals and objectives established by the Board.

Board relations: willingness to take time and interest in working with Board members, to be responsive to Board requests and to keep the board informed on regulation basis so there are no surprises. Must have ability to provide the Board with information that supports the Board's decision-making responsibilities and have the ability to explain technical processes in understandable, every-day language. Must be able to present all sides of an issue openly and honestly to the Board. Demonstrated ability to interpret and carry out Board policies and directions conscientiously.

Budget and finance. Must have prior experience in successfully managing an organizational budget of comparable size and complexity, preferably in a local government setting. Experience with effective management of resources in a static or declining revenue environment is a plus. Familiarity with capital-investment planning and financing and experience linking strategic planning goals to the annual budget are desired.

Human resource management. Demonstrated ability to manage all aspects of human resources effectively. Must demonstrate an ability to communicate the local government's goals to employees and convey how their work contributes to the County's goals. Must have significant experience in motivating employees, in managing employee performance, and in responding fairly in all matters dealing with staff. Must demonstrate a commitment to staff development, performance management, and employee accountability.

Community relations. Candidate must have demonstrated involvement in community activities. Experience developing and maintaining effective working relationships with the business community and community organizations is highly desirable. Candidate should be able to present a confident image of the local government to the community at large.

Intergovernmental relations. Must be able to develop a good working relationship with other local governments, County and city governments, schools and regional, state and federal agencies. Demonstrated ability to build and maintain effective working relationships with state officials desired.

Professional Skills and Management Style

- Strong technical planning and development skills.
- Ability to see the “big picture” and develop long-range strategies.
- Excellent presentation skills, including the ability to explain technical issues in every-day language.
- Anticipates needs and is attentive to the County Board of Supervisors.
- Extensive knowledge of public finance.
- Responsive to requests from citizens.
- Team player who works well with external public divisions and elected bodies.
- Clearly establishes expectations for staff and holds staff accountable for completing assigned tasks.
- Communicates effectively, orally and in writing, with a wide variety of people. .
- Strong analytical skills, creative, an idea person.
- Hard working, self-starter, who takes initiative and accomplishes directives with minimum supervision
- Dedicated and involved with the community
- Creative problem-solving and negotiation skills
- Fair and consistent in interpreting and applying policies, ordinances and regulations
- Good negotiator

Personal Traits

- Enthusiastic
 - Strong
 - Ability to do the right thing.
 - Innovative
 - People person
 - Well organized
 - Ethical
 - Honest
 - Open and candid
 - Mature
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- Self-confident
- Tactful, discreet, diplomatic
- Good sense of humor
- A political

Issues/Challenges

The Board of Supervisors has identified several issues that the County is facing immediately or in the near future. Experience in dealing with these issues will be an important consideration in selecting the new County Administrator. The issues and challenges include:

- Development and Implementation of a well-balanced plan for managing growth, taking into consideration the County's history, natural assets and current economic conditions.
- Continued focus on matching expenditures and revenues in an environment of decreasing real property assessments and declining state support.
- Creating and expansion of job opportunities in the small business sector.
- Development of a stronger relationship with the school division and with outside agencies such as adjoining counties, authorities and agencies of the Commonwealth and Federal government.
- Continued attention to the County's infrastructure and facilities development through sound capital improvement plan development (need for new high school, etc.)

Compensation and Benefits

The salary for the position is negotiable, based on qualifications and experience. An attractive benefits package is offered including participation in the Virginia Retirement System, vacation and sick leave, group life insurance, family medical insurance, provision of vehicle and information technology allowance, professional dues and conference expenses. Moving expenses will be reimbursed on a negotiated basis by the County.

Application and Selection Process

The application deadline is March 31, 2017. To be considered, please submit a résumé to:

Human Resources Coordinator
County of Northampton
Post Office Box 66
Eastville, VA 23347
Phone: 757/678-0440 ext. 551
Fax: (757) 678-0483
E-Mail: jdavis@co.northampton.va.us

Following the filing date, résumés will be screened based on the criteria established by the Northampton County Board of Supervisors. 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 its consideration.

Northampton County is an Equal Opportunity Employer.
