



# Chesterfield County, Virginia announces recruitment for the position of **County Administrator**

*A great place to*  
**live**



**work**



**play**



*and* **learn**





## Living, Learning, Working and Playing in Chesterfield County

### Strategic Location

Chesterfield County is ideally located in the mid-Atlantic region of the United States. This strategic location on the eastern seaboard is a valuable asset. It puts local businesses halfway between the markets of the north and south, and within a one-day commute of 50% of the U.S. population, 65% of the nation's manufacturing operations and 60% of the corporate headquarters in the country.



Chesterfield is part of the Richmond region and is situated between the James and Appomattox Rivers. Chesterfield boasts an array of live, work and play options that are within a two-hour drive of Virginia's beaches, the Blue Ridge Parkway and Washington, D.C. The county's area spans 437 square miles.

Chesterfield is the largest locality in the Richmond region and the fourth largest county in Virginia. The county has a population of approximately 400,000 people and continues to attract new residents. About 58% of the population is White, 26% is Black or African American, 4% is Asian, 0.6% is American Indian and Alaska Native, 0.1% is Native Hawaiian and Other Pacific Islander and 3% is classified as "two or more races," while 11% are of Hispanic and Latino origin. The median age of the county's population is 39 years old.

Chesterfield's climate provides generally mild winters and warm, humid summers. An average year provides 206 clear days and 114 days of precipitation (including 10 inches of snow). January has an average temperature of 27

degrees and July has an average temperature of 89 degrees.

### Safety and Security

Public safety is a top priority for Chesterfield. Police, Fire & EMS, Sheriff and the Emergency Communications Center work in partnership to provide a safe and secure community, which preserves the highest quality of life for our residents. Chesterfield County is also proud of its progressive juvenile justice system, which works in conjunction with the criminal justice system, to help ensure public safety while supporting rehabilitation.

Chesterfield is devoted to ensuring the safety and security of the community through prevention, readiness and professional response, which require appropriate public safety staffing levels. The 2025 public safety workforce statistics include:

- Police Department has 685 full-time employees
- Fire & EMS Department has 623 full-time employees
- Sheriff's Office has 299 full-time employees
- Emergency Communications Center has 85 full-time employees

The county's public safety workforce is among the best in the nation. Recruitment and retention of quality public safety professionals is an ongoing priority.

### Educational Excellence

Education is another top priority in Chesterfield. The county is responsible for its own public school system under the direction of an elected school board. With more than 64,000 students, it is the largest school system in the area and has established innovative, state-of-the-art programs to challenge all students at all levels.

### Financial Integrity and Stability

Chesterfield County is one of the few counties in the nation to hold **AAA ratings from all four major bond rating agencies**. This status reflects exceptional management of financial operations and conservative fiscal policies. The Chesterfield County Utilities Department is one of only a few water and wastewater utilities in the nation to have achieved **AAA ratings on its revenue bonds from the three top rating services**. The highest of bond ratings recognizes the Utilities Department's excellent financial profile, low-debt burden, manageable capital plan and affordable rates as the keys to the department's success.

The county holds both the **Award for Distinguished Budget Presentation** and the **Certificate of Achievement for Excellence in Financial Reporting** from the Government Finance Officers Association. The FY2026 budget for the county totals \$2.4 billion, with the two largest components of the budget being the county's general fund (\$1.04 billion) and the school fund (\$1.07 billion). The county's total assets of approximately \$4.7 billion are distributed throughout the county.

## Accessibility

### Transportation and Commerce

Chesterfield County's road system is a model of efficiency and convenience, with the county's main business corridors providing easy access to I-95, I-295, I-85 and I-64. The interstate and beltway system within the county can handle today's traffic flow without the gridlock experienced in other metro areas. The Chesterfield County Airport is the executive gateway into and out of the Greater Richmond area, and business and personal fliers have long preferred the county's



airport for its convenience and personal attention. Also easily accessible is the Richmond International Airport. Rail services, including CSX and Amtrak, are readily accessible,

no matter where you live or work in the county; and, in addition to deep-water industrial sites within the county, the Ports of Richmond and Virginia are within easy reach.

### Digital Community

Chesterfield continues to set an example for innovative technology in local government. This is the seventh consecutive year being ranked in the top three among counties nationwide with populations between 250,000 and 499,000. This award recognizes Chesterfield's innovation in the use of technology to proactively address resident needs and expectations. As a digital county, Chesterfield recognizes that technology strengthens and connects the community.



### Leaders in Healthcare

Chesterfield County residents have access to exceptional medical care, with leaders in the healthcare and medical research industry. There are more than 2,000 physicians, 4,000 hospital beds, two level-1 trauma centers, a major cancer center and a major medical school in the region.

## Caring Community

- With a growing aging population, Chesterfield County recognizes that older adults want to live active and independent lives. The county offers a valuable resource, Aging and Disability Services, which serves residents ages 60 and older, their family members and caregivers. It also provides information and referral services related to aging, caregiving and disabilities. The county is a collaborative partner working with other organizations to meet the needs of older residents.

- The county has a long-term commitment to reinvesting in its older communities and commercial areas to help maintain the vitality and high quality of life known within Chesterfield County. The school-based revitalization approach targets public investment in older schools, as well as supporting capital and community improvement projects in surrounding areas. In 2022, Chesterfield County voters approved a \$270 million bond referendum to support school facility improvements.
- The county has been recognized as one of the 100 Best Communities for Young People because of its efforts to ensure that young people graduate high school and go on to lead healthy, productive lives. These efforts are advanced through the Communities in Schools mentoring program and the Chesterfield Youth Services Citizen Board, which provides young leaders with the opportunity to have a voice regarding youth-related issues by planning programs and offering policy recommendations to the Board of Supervisors.

## Lifelong Learning

### County Residents

Chesterfield County Public Library (CCPL) is an award winning 10-branch suburban public library system that annually helps hundreds of thousands of residents transform information into usable knowledge through a hands-on learning approach. This transformative learning experience enables residents of all ages to work with professional staff who provide access to up-to-date material collections in a variety of formats; aid in the use of hands-on, self-service digital resources and networks that allow residents to expand their knowledge base; and assist them in finding and interpreting information. In addition, the county's 10 library branches provide meeting space for hundreds of community organizations every year, and programs and events see over 60,000 attendees. The library also features small business centers, makerspaces, and serves as an important resource in disaster relief and preparedness.

### County Employees

Chesterfield is currently among the leaders of local governments providing in-house development opportunities for 4,500+ county government employees and approximately 8,200 schools employees. Investing in the staff's professional development has produced an outstanding workforce that consistently delivers quality services in an efficient manner. Grounded in the county's mission, the Learning & Performance Center provides a wide variety of developmental opportunities to county employees while offering consulting services to enhance organizational effectiveness. Services focus on eight core competencies that enhance career development; reinforce employee performance expectations; drive the business strategy in departments; and encourage continual improvement of services to the residents and other customers of the county.

## Award Winning County

Chesterfield County has a history of being an award-winning locality. Recognitions include:

- **2025, 2024, 2023 & 2022 Top Workplaces USA**
- **2025, 2024, 2023 & 2022 Richmond Times Dispatch Top Workplaces**
- **2024 Top Workplaces for Compensation & Benefits, Innovation, and Leadership**
- **2025 & 2024 Top Workplaces for Purpose & Value, and Work-Life Flexibility**
- **2025 Virginia's Top Employers for Interns**
- **2023, 2022 & 2021 Top Workplaces for Diversity, Equity and Inclusion**
- **2023 & 2021 Forbes America's Best-In-State Employers**
- **Chesterfield County ranked 41st in Money Magazine's Top 50 Best Places to Live**
- Numerous achievement awards from the **National Association of Counties (NACo)** and the **Virginia Association of Counties (VACo)**
- **Training Magazine's Top 125** employers in the nation that provide outstanding employee development opportunities
- **100 Best Communities for Young People** by America's Promise - The Alliance for Youth
- **Diversity All Star Award** from the Greater Richmond Chamber of Commerce and the Richmond Human Resource Management Association
- One of the **Best Places to Live in America** by American City Business Journal
- **Nationally recognized leader in technology.** Six times recognized as the #1 digital county in the USA.
- **2021 Virginia Library of the Year Award**
- Recognized by the **Urban Libraries Council in 2021** as one of the **10 Top Innovators**

## Chesterfield County Government

Chesterfield County provides complete local government services, including public water and sewer utilities, mental health support services, fire and emergency medical services, sheriff and police protection. The county contains no incorporated cities or towns. It is divided into five magisterial districts, each of which is represented by one supervisor elected to serve four years.

These officials form the Board of Supervisors, the legislative body of the county. The Board of Supervisors elects a chairman from its membership for a one-year term. The Board appoints the County Administrator, who serves as the county's chief administrative officer under the board's direction.

The Board of Supervisors is responsible for establishing local public policy, raising local resources for the support of public programs and overseeing the conduct of the county's affairs through its appointed administrative officials. County government, as a political subdivision of the state, also assists in the local implementation of state laws and programs.



## Chesterfield County Board of Supervisors



**Mark S. Miller, Ph.D.**  
Chair  
Midlothian District



**Kevin Carroll**  
Vice-Chair  
Matoaca District



**Jim Ingle**  
Bermuda District



**Jessica Schneider**  
Clover Hill District

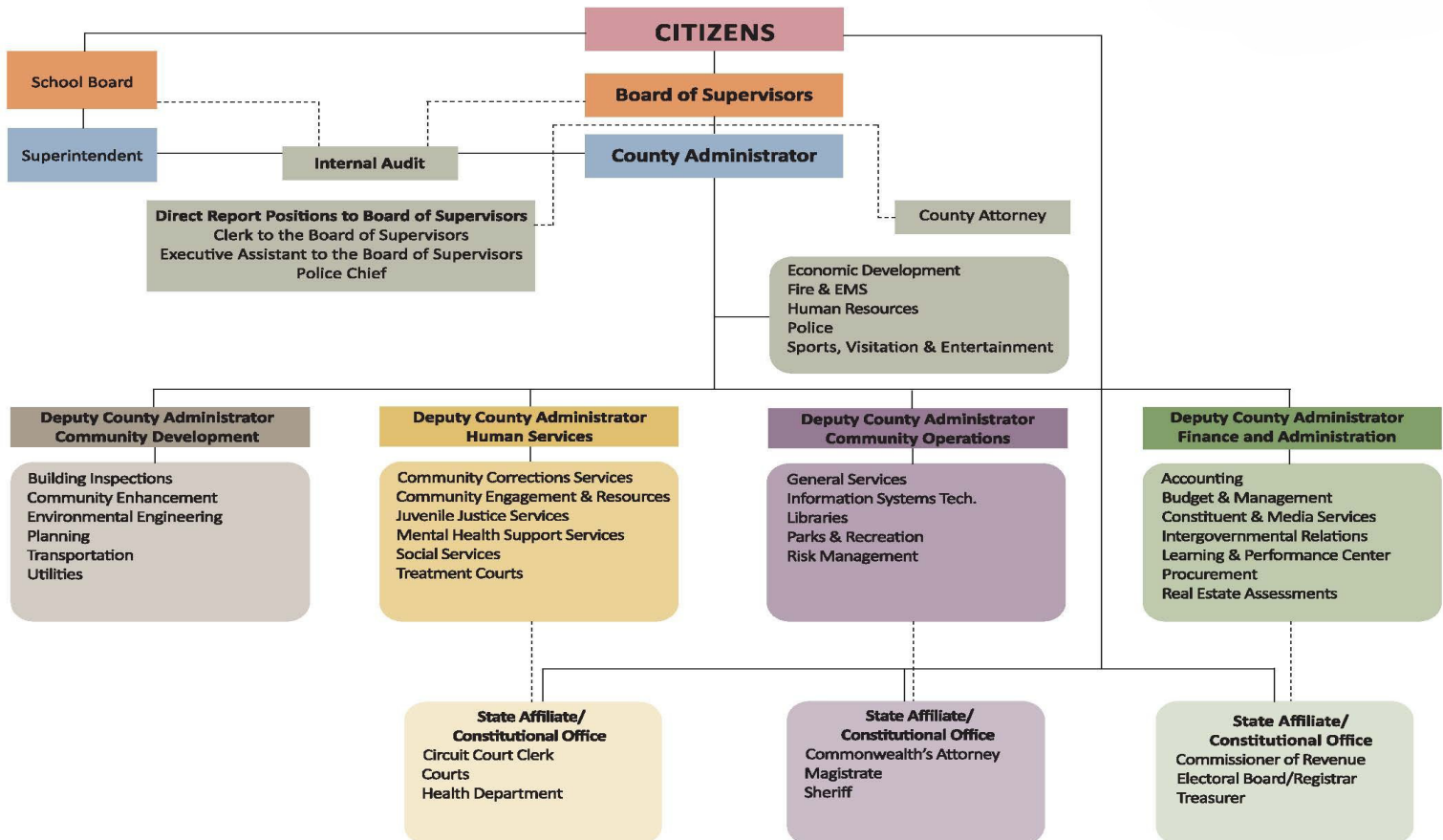


**LeQuan M. Hylton, Ph.D**  
Dale District



## Chesterfield County Organizational Structure

### CHESTERFIELD COUNTY ORGANIZATIONAL STRUCTURE



## Chesterfield County Strategic Plan

### Mission

Providing a FIRST CHOICE community through excellence in public service

### Vision

To be an extraordinary and innovative community in which to live, learn, work and play

### Values

Results, Innovation, Service, Ethics



**Excellence in Public Service**



**Safe and Secure Community**



**Vibrant Economy**



**Community and Individual Wellness**



**Thriving Communities**



**Lifetime Learning**

## The Position

### County Administrator

The County Administrator serves as the chief executive officer for the Chesterfield County government, leading operations across more than 4,500 full and part-time employees and managing a combined \$2.4 billion operating and capital budget, including a five-year Capital Improvement Program. The Administrator advises the Board of Supervisors, recommends policies, and sets organizational priorities that support high-quality services and an exceptional quality of life for county residents. The County Administrator ensures compliance with federal, state and local laws; oversees the delivery of programs and services; and maintains open, collaborative communication with the Board of Supervisors, legislative partners, regional governments, the business community, nonprofit organizations and residents.

A critical component of the role is the close working relationship with Chesterfield County Public Schools, including shared services and joint planning. Coordination with school leadership is essential to ensuring educational excellence and long-term quality of life for the entire county. The Administrator also plays a central role in regional cooperation, working across two Planning District Commissions and participating in complex regional agreements that support transportation, utilities, public safety, economic development and environmental stewardship. Experience working with nonprofit organizations is also important as these partnerships help deliver services and support throughout the county.

## The Ideal Candidate

The ideal candidate will bring an extensive level of local government leadership experience and a strong record of achievement in public sector management. Experience will include demonstrated success in economic and community development, managing growth in a diverse and rapidly evolving suburban community, redevelopment and revitalization of established neighborhoods, working with and understanding the needs of existing industry, and building Board, regional, and community consensus and leveraging nonprofit partners to enhance service delivery to community while embracing Chesterfield's culture of innovation, service excellence and community engagement.

### Professional Skills and Management Style

The successful candidate will be able to translate vision into action while aligning staff and resources with the county's strategic goals. The professional skills and management style needed to accomplish this include:

- Visible, engaged leadership and a clear understanding of the County Administrator's role
- Strong relationships with Board members, school leadership, regional leaders, community groups and residents

- Deep appreciation for diversity and the ability to communicate with sensitivity and authenticity
- Confident, enthusiastic presentation of ideas
- Self-motivated, hardworking and results-oriented
- Team builder who inspires and empowers others
- Skilled communicator across all levels of the organization
- Adaptability in a changing political and community landscape
- Strategic thinker with ability to see the "big picture"
- Organized, timely and transparent in responding to information requests

### Personal Traits

A hallmark of the organization and one of its core values is ethical behavior consistent with and exceeding ICMA's Code of Ethics; therefore, it is demanded in its leaders. The ideal candidate for this position will embody:

- Honesty, trustworthiness and openness
- Approachability and accessibility
- Proactive problem-solving
- Strong listening skills and responsiveness to Board and resident concerns
- Compassion and empathy
- Confidence paired with tact and diplomacy
- Personable demeanor with an appropriate sense of humor
- Ability to build consensus
- Apolitical professionalism

## Performance and Expectations

### Administrative Leadership

The Administrator must demonstrate the ability to build consensus, select and develop high-performing division leaders and foster a culture of collaboration and accountability. Strong communication skills are essential, along with the ability to engage effectively with residents, businesses, schools, nonprofits and community partners.

### Budget and Finance

The Administrator will oversee a \$2.4 billion combined operating and capital budget, including five-year Capital Improvement Program with major utility, transportation and infrastructure investments. Experience with bond referendums, long-range capital planning and creative financing tools is essential.

### Human Resource Management

The Administrator must communicate organizational goals clearly, motivate employees and promote fairness and equity. Chesterfield is recognized as a top workplace, with turnover rates below industry standards. The ideal candidate will champion workforce empowerment, innovation and professional development, emphasizing opportunity and continuous improvement.

### **Economic Development**

The next Administrator must demonstrate experience with mixed-use and revitalization projects. They should implement recruitment strategies that raise median wages and create career pathways for the county's 5,000 annual high school graduates. The role also requires expertise in managing complex performance grants and maintaining strong relationships with state and regional economic development organizations. Additionally, the Administrator must have the ability to attract and retain both large employers and small, innovative firms.

### **Community Development**

The Administrator must understand complex zoning codes, comprehensive plan development, land-use planning, rural preservation, housing strategies, and quality-of-life initiatives. This includes balancing growth with infrastructure capacity, environmental stewardship, and community character.

### **Governmental Relations**

As a visible participant, must be able to relate to and develop a good working relationship with elected officials, constitutional officers, other localities, regional agencies and leaders, community organizations, schools, and state and federal agencies. As the Administrator of the largest populated locality in the metropolitan area, must model leadership in promoting regional cooperation. Incumbent also must have the ability to work cohesively with the county's School Superintendent and School Board to accomplish the common goal of maintaining an award-winning school system with a vision for the future.

## **Future Challenges**

### **Accelerated Development of the County's Non-Residential Tax Base**

Chesterfield County has identified expansion of its commercial and business tax base to provide current and future residents with quality jobs as a top priority. The county's next Administrator will face the challenge of maintaining and building upon the county's reputation as a business-friendly community and developing and implementing new strategies that place Chesterfield County in a lead position to recruit high quality jobs to the county.

### **Growth Management and a Changing Community**

Chesterfield County is a diverse and evolving community. Growth management must reflect the county's commitment to accommodating all residents, supporting a range of housing options and ensuring equitable access to services, amenities and economic opportunity. As the county continues to grow steadily and the population

becomes more diverse, household dynamics are also changing, including an aging population and the growth of non-family households. These population changes have significant impact on the type, expectations and nature of public services. As the county matures, opportunities and needs for revitalization of targeted areas are gaining importance. The county's next Administrator will face the challenge of developing and implementing strategies to positively manage new growth and attendant infrastructure needs, particularly those related to transportation, economic development, revitalization, and integrating new residents into the Chesterfield community and governance process.

### **Maintaining the County's Strong Financial Position**

As the needs and demands for services created by a growing population increase, and state and federal support for local government operations continue to decline, the county's next Administrator will be faced with the challenge of identifying potential sources of new local revenues and creative means of financing government services while ensuring that the county's strong financial position is maintained. There will need to be a greater focus on limiting the unnecessary expansion of federal and state government programs to avoid the cost that is often passed on to localities.

### **Preserving a High Performing, Top-Notch Workforce**

Chesterfield County has developed a high-performing workforce centered on the principles of total quality management. Like most communities, a large number of county employees are approaching retirement eligibility. Within the next three months, 10 percent of the county's workforce will be eligible for full retirement benefits. While the county has proactively taken on the issue and developed a large number of talent management and succession planning efforts to address the problem, continued emphasis on replacing highly experienced workers will be a significant challenge as the county competes for a limited number of employees in the vibrant economy of the Richmond region. In addition to the challenge of replacing employees who become eligible for retirement, the county also faces the challenge of retaining other quality employees who voluntarily leave to pursue other opportunities.

## Qualifications

### Education and Experience

- Bachelor's degree in business or public administration, planning or related field is required; master's degree is preferred. Candidates should also demonstrate a strong commitment to continuous learning and professional development.
- Minimum of 10 years of public sector management experience as an executive in a comparably sized community is required.

## Compensation and Benefits

Salary for the position is negotiable, based on qualifications and experience. The salary offer will also take into account the value of additional executive benefits, such as deferred compensation, a car allowance, local travel expenses, and a mobile device, among other perks. The successful candidate will also have access to a comprehensive employee benefits package to include:

- |   |                                       |
|---|---------------------------------------|
| • Virginia Retirement System  | • Health and Dental Insurance         |
| • Executive Leave Benefit   | • Paid Time Off Benefit               |
| • Paid Holidays   | • Group Life Insurance                |
| • Professional Development Opportunities                            | • Short-Term and Long-Term Disability |
| • Tuition Assistance and Reimbursement Program                      | • Long-Term Care Insurance            |
| • Employee Assistance Program                                       | • Flexible Spending Accounts          |
| • Deferred Compensation   | • Paid Parental Leave                 |
| • Relocation Allowance (reasonable and customary for moving to RVA) |                                       |

## Application Process

The application deadline date is Friday, February 20, 2026, at 5 p.m.

To be considered, interested applicants should submit their cover letter and résumé electronically to:

[Chesterfield County, VA - County Administrator - Raftelis](#)

**For more information, please contact  
Anne Lewis, Senior Manager, at  
540-757-0316 or [alewis@raftelis.com](mailto:alewis@raftelis.com).**



**RAFTELIS**

Following the deadline date, resumes will be screened based on criteria established by the Chesterfield County Board of Supervisors. After the initial screening process, the Board of Supervisors will further evaluate the top finalists, including conducting interviews. First and second round interviews will be held between March 30 and May 1, 2026.

An extensive background check and pre-employment drug test are required.

An Equal Opportunity Employer Committed to Workforce Diversity

### Opportunity to:

- Work for a nationally respected and award winning local government that values both team-work and individual contribution
- Become part of an outstanding and highly stable team of elected and appointed officials
- Lead a team of dedicated personnel consisting of experienced professionals
- Live and work in an exceptional



**CHESTERFIELD  
VIRGINIA**

## For More Information

Visit [www.chesterfield.gov](http://www.chesterfield.gov)