

Assistant County Administrator

Dept/Div: Administration/N/A

FLSA Status: Exempt

General Definition of Work

Performs complex administrative work assisting with a broad range of planning, general administrative and management functions of the County government, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator. Organizational supervision is exercised over all personnel within the organization.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

Essential Functions

Advises County Administrator on organizational and operational matters.

Supervises assigned personnel, programs and departments; recruits and trains new employees; assigns, directs and inspects the work of others; evaluates employee performance; rewards, disciplines, coaches and counsels employees; develops staff schedules.

Advises department directors on human resources and operational matters including annual budgets, recruiting and selecting new employees.

Assists in resolving conflicts with citizens, staff and other groups as necessary.

Reviews and approves purchase requisitions to ensure compliance with procurement ordinance.

Attends Board of Supervisor meetings; serves on boards and committees as needed.

Confers Planning Commission matters with the Planning Director; reviews proposals and plans for compliance with ordinances.

Develops new policies and procedures; establishes or assists directors in establishing departmental policies and procedures.

Oversees special projects as assigned by the County Administrator.

Encourages review and discussion between departments to develop team based procedures.

Knowledge, Skills and Abilities

Comprehensive knowledge of public management and organization theories, principles, practices and techniques at the local level; comprehensive knowledge of the organization, function and methods of operation of the County's legislative, executive staff and operational departments; thorough knowledge of the theories, principles and practices of public personnel administration; thorough knowledge of and in preparing various reports and other documents; thorough knowledge of and in the use of standard office equipment and associated software; general knowledge of reading and interpreting architectural and engineering plans; general knowledge of and in the use of standard accounting software; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with County, State and other officials, civic and business leaders, associates and the general public.

Education and Experience

Bachelor's degree with coursework in business administration, public administration, or related field and moderate experience in a managerial capacity in the public or private sector, general accounting, or equivalent combination of education and experience.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting and reaching with hands and arms and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception and color

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perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the Commonwealth of Virginia.

Last Revised: 10/1/2015