

County Administrator

FLSA Status: Exempt

General Definition of Work

- Performs high-level administrative, technical, and professional work in directing and supervising the administration of County government.
- Works under the broad policy guidance of the Board of Supervisors.
- Exercises supervision over all County employees under the supervision of the Board of Supervisors either directly or through subordinate supervisors.

Essential Functions

- Serves as chief administrative officer for the County; directs daily operations of the government; receives and responds to directives and initiatives from Board of Supervisors; prepares policy recommendations for Board consideration and approval; represents Board before state and federal legislative bodies.
- Serves as the chief economic development officer for the County; serves as the Director to the Economic Development Authority; responsible for managing economic development projects, industrial recruitment activities and existing business and industry support; serves as the County's representative to matters involving economic and community development both in and outside the county.
- Manages and supervises all departments, agencies, and offices of the County to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs change as needed.
- Provides leadership and direction in the development of short and long range strategic plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed.
- Works collaboratively with Constitutional Officers of the County in providing services to citizens.
- Provides professional advice to the Board of Supervisors and department heads.
- Responds as appropriate – be it orally, in writing or through a presentation to boards, commissions, civic groups, and the general public in a concise and easily understandable format.
- Communicates official policies and procedures as approved by the Board to staff and the general public.
- Assures the assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

- Maintains a positive working relationship with the Board, constitutional officers, coworkers, peers, County residents, and outside agencies.
- Serves as the County Human Resource Official and assures County personnel policies and actions are in compliance with employment laws.
- Recruits, interviews, hires, and manages County professional and clerical staff; delegates responsibility for specific activities to subordinates, supervises and evaluates work of subordinate employees; ensures employees receive proper training and orientation.
- Assures that all County operational procedures and Board decisions comply with federal, state, and local laws and ordinances with the assistance and guidance of the County Attorney, as needed.
- Prepares, proposes, and administers County annual budget; authorizes financial transactions and other financial matters; participates and makes presentations in budget meetings and public hearings.
- Oversees the preparation of Board of Supervisors' agenda packets. Advises and interacts with members of the elected governing body, Board of Supervisors; plans, attends, and provides follow-up for Board of Supervisors meetings.
- Performs other duties as assigned.
- Advises the Board of Supervisors of financial conditions and current and future County needs.

Knowledge, Skills and Abilities

- Considerable knowledge of modern policies and practice of public administration; working knowledge of County finance; human resources, public works, and economic and community development.
- Skill in preparing and administering County budgets; skill in planning, directing, and administering County programs.
- Ability to prepare and analyze comprehensive reports.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively, verbally, and in writing.
- Ability to establish and maintain effective working relationships with employees, County officials, and the public.

Education and Experience

- Successful candidates will possess a bachelor's degree in public or business administration, economics, finance, planning or related field; with a master's degree preferred.
- A minimum of five to nine years of public or private sector-management experience as chief or deputy chief administrative officer of a comparably sized community or organization is highly desired. Past experience of the individual must demonstrate familiarity with a broad range of local government operations ranging from public works and utilities to information technology and economic development. Candidate(s) must have demonstrated a balanced involvement in community activities and public relations as well.
- A designation as an ICMA Credentialed Manager is a plus.

Minimum Qualifications or Standards Required to Perform Essential Job Functions

- Physical Requirements – must be physically able to operate a variety of automated office machines which include a computer, printer, and other like equipment.

- Interpersonal Communications – requires the ability to read a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related documents.
- Language Ability – must be able to speak before an audience with poise, voice control, and confidence.
- Intelligence – requires the ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw conclusions; to interpret an extensive variety of technical instructions in mathematical form; to deal with abstract and concrete variables.
- Verbal Aptitude – requires the ability to record and deliver information to explain procedures, to follow oral and written instructions.
- Be able to occasionally lift and/or move 25 pounds.

Evaluation

- Knowledge of Job – Has a thorough understanding of the principals of public administration as related to local government. Has a thorough understanding of the modern practices of County government organization and its functions. Has experience in the development and administration of local government budget and capital improvements program. Has the ability to think independently and to make sound recommendations to the governing body based on conditions as they exist. Is able to demonstrate sound judgment as well as considerable initiative in dealing with the variety of local government issues as they arise. Has the vision necessary to not only understand current conditions and needs but to think about the needs of the community in the future and to develop policy recommendations based on this vision. Is able to demonstrate fairness, discretion and understanding in working with members of the Board of Supervisors, County staff and the general public. Has the ability to communicate effectively both orally and with writings.
- Quality of Work – Demonstrates a high level of accuracy with duties and responsibilities. Responds to any situations in the organization to correct deficiencies or suggest improvements.
- Quantity of Work – This is a demanding position requiring work to be produced on frequent deadlines. Additionally, the varied nature of the work requires the ability to work on multiple tasks simultaneously and with a high degree of precision.
- Dependability – Assumes the responsibility for doing assigned work and meeting deadlines. Accepts responsibility for the organizations overall work product and goals to be accomplished as developed by the Board of Supervisors.
- Attendance – As the chief administrative officer for the organization, sets the standard for being at work when required and informs the Board of Supervisors when taking earned leave.
- Initiative and Enthusiasm – As the leader of a diverse group of employees, exhibits a positive and enthusiastic attitude at all times. Supports the decisions of the Board of Supervisors at all times, even in the face of criticism.
- Judgment – Is able to demonstrate independent judgment when dealing with various issues in local government management. Has the ability to make decisions based on experience and understanding of the issues. Acts independently but keeps the Board informed when needed.
- Cooperation – Accepts instructions and advice willingly and strives to meet the goals of the Board of Supervisors. Seeks to understand the questions or concerns of citizens and works hard to see things from their perspective while maintaining the integrity of the organization. Supports the staff in their decisions when those decisions are factually based.

- Coordination of Work – With the assistance of staff, plans the daily work product. Establishes priorities for the completion of work. Avoids duplication of effort. Attends meetings on time.
- Leading – Has a clear understanding of the principles of effective leadership and how to apply these principles. Provides adequate and timely responses to questions from staff concerning their performance. Congratulates employees for their performance but does not hesitate to take adopted disciplinary action when necessary. Demonstrates enthusiasm when influencing employees in the performance of their duties. Leads by example in all areas.
- Delegating – Assigns duties to staff as needed in order to meet goals and work needs. Has confidence in staff to carry out assigned duties.
- Decision Making – Uses discretion and sound judgment when making decisions affecting the County. Moves decisively to develop alternatives when necessary.
- Creatively – Seeks new ideas and methods and procedures to improve the effectiveness of the County government. Embraces change when it is good for the organization.
- Staff Relations – Develops and maintains good relationships with all staff members. Listens to concerns and suggestions and responds accordingly. Maintains the respect and loyalty of the staff.
- Policy Implementation and Formulation – Keeps up with changes in policies of the County and continually reviews operations to assure that they reflect these changes.

Compensation and Benefits

- The salary for the position is negotiable dependent upon the candidate’s education and experience. Benefits include, but are not limited to participation in the Virginia Retirement System, vacation and sick leave, group life insurance, medical insurance, professional dues and conference expense.

Application Process

- The application deadline is November 30, 2016. To be considered, please electronically submit a cover letter, resume with salary history and five (5) professional references to the Honorable Brenda R. Sutherland, Chair of the Grayson County Board of Supervisors at bsutherland@graysoncountyva.gov or mail to: Attn: The Honorable Brenda R. Sutherland, Chair, Grayson County Board of Supervisors; P.O. Box 217; Independence, VA 24348. For more information please visit the Grayson County website at: www.graysoncountyva.gov