# WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

| Position Description: |
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| **Job Title:** County Administrator<br>**Department:** Office of County Administrator<br><br>**Supervised by:** Board Of Supervisors<br><br>**Revised Date:** July 1, 2011 |

**Title**: County Administrator

**Department/Division:** Office of County Administrator/County Administration

**Nature of Work:**

- Administers the affairs of the County as chief administrative officer of the County within the framework of County policies, ordinances and state statutes, particularly Section 15.2-407 of the 1940 Code of Virginia as amended.
- Provides overall responsibility for financial management, preparation and administration of the County's annual budget, county planning, community and economic development and supervision of general County projects and agencies that are under the direct control of the Board of Supervisors.
- Acts as the chief personnel officer of the Administrative Division.
- Officially represents the governing body from time to time as authorized and directed.
- Prepares reports, directives and other materials as required to perform duties.
- Serves as an advisor to the Board of Supervisors regarding the professional administration and conduct of County government.
- Serves as zoning and subdivision administrator for the County and as purchasing agent and budget officer.

**Essential Duties:**

- Clerk of Board of Supervisors: Serves as Clerk to the Board of Supervisors and sets the agenda for the Board of Supervisors meetings.
- Director of County Departments & Functions: Perform, supervise, direct and advise County departments including funds management, personnel management, analysis of management problems, physical plant and property assets management, public information, procurement of equipment, supplies and services with the primary objective of continuous improvement in the delivery of governmental services, with special emphasis on quality customer service and public relations.
- Contact Point for the Board of Supervisors: Provide a contact point for all citizens with suggestions, problems or complaints. Keep the Board of Supervisors informed and advised on these matters

- Liaison for Officials & Boards: Provide liaison between the Board of Supervisors and all elected and appointed County officials, agencies, boards, authorities and commissions.
- Interprets Policy: Interpret when necessary and devise means for executing and carrying out policy established by the Board of Supervisors. Perform feasibility studies as needed.
- County Budget: Prepare and administer the County budget. Sign all warrants. Monitor expenditures and appropriations.
- Purchasing Practices: Oversee County purchasing practices as may be carried out by County employees and officers as County purchasing agent.
- County Property & Records: Protect and maintain County property and preserve county records.
- Legislative Reports: Study and report on legislative proposals with particular reference to those affecting the welfare or business of the County.
- County Image & Economic Development: Promote a good relationship between the County government and citizens of the County by establishing and maintaining a positive image of the County. Actively promote and encourage the continued community and economic development of the County. Promote and encourage feasible and economically desirable cooperative projects with neighboring political jurisdictions.
- State & Federal Agencies: Maintain contact with state and federal agencies and officials in regard to local programs. Perform all duties as set forth in the statutes of the Commonwealth of Virginia fixing the duties of the County Administrator.
- Zoning Administrator: In consultation with the County Zoning Official, County Attorney and others, to interpret, rule upon and enforce the provisions of the County zoning and subdivision ordinances in the capacity of zoning and subdivision administrator when necessary.
- Attendance: Regular attendance during normal operating hours is required.
- Perform other Duties as Directed by the Board of Supervisors.

**Job Requirements Needed:**

- Thorough knowledge of the duties and mission of local governmental units and the methodology and procedures of administration, management, economic development and finance.
- Strong management and effective leadership to deliver high quality public services in an efficient manner.
- Knowledge of good public utilities operations, building and facility management and public services.
- Flexible and able to adjust to changing leadership.
- Ability to partner and collaborate with multiple groups in developing solutions to meet the needs of the County.
- Education equivalent to graduation from an accredited college or university with a major course of study and training in business, management, public

administration, city management, planning, political science, personnel administration or law. A master's degree is preferred.

- At least 7 years of responsible management experience in a related field, or in a capacity requiring frequent contact with and understanding of the operation of public agencies. Additional relevant experience may be substituted for educational requirements.
- Significant public contact is required, and the position requires independent decision-making and action.

**Job Location and Conditions**:

- Work is performed in the office setting at the Washington County Administrative Office. May be required to report to work after or before regular business hours and during emergency conditions.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

**GENERAL APTITUDES and PHYSICAL REQUIREMENTS**:

- **Mental Abilities:** Must have ability to reason and make judgments, to understand and follow oral and written instructions, to guide/give instructions and to make decisions in accordance with established procedures and policies.
- **Speaking/Talking Abilities:** Must have ability to answer the telephone ; communicate with County officials; general public; vendors; supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; vendors; supervisors and or other employees.
- **Reading/Ability to Read and Understand Text:** Must have ability to read and understand text.
- **Numerical:** Must have ability to mentally perform accurate two digit calculations, accurate calculations aided by a calculator and adding machine or measuring devices.
- **Manual Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse.

**Physical Demands:**

- **Strength:** Ability to lift at least 25 pounds.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, and computer keyboard.
- **Seeing:** Must have ability to focus and have peripheral vision.

**Driving:**

- Must have a valid driver's license and the ability to drive an automatic transmission car.
- Will have periodic driving record checks done.

**Job Status**: Appointed/ Full Time/Exempt

**Salary :** Board of Supervisors Discretion

**Washington County is an Equal Opportunity Employer.**

**Position Descriptions are intended to serve as guidance and reference documents with respect to the scope, responsibilities and authority of Administrative Division positions. They are not intended and should not be interpreted to be binding or limiting with respect to a position. The Board of Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.**