POSITION DESCRIPTION

Assistant County Administrator/ Community & Economic Development

COUNTY OF WASHINGTON, VIRGINIA

The following is excerpted from Section 2.3 of the Washington County Board of Supervisors *Personnel Policies and Procedures Manual for Administrative Division Employees*:

2.3 POSITION DESCRIPTIONS

A written Position Description shall be established by the County Administrator and approved by the Board of Supervisors for all permanent/full-time and permanent/part-time Administrative Division positions. Generally, Position Descriptions shall contain a statement as to the *General Description of Responsibilities, Examples of Work*, and *Qualifications* for the position.

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, nor shall the *Qualifications* set forth for a position be considered absolutely essential or required in all instances with respect to filling vacancies in a position. The Board of Supervisors and the County Administrator reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, all factors being considered, regardless of whether that person meets all stated *Qualifications* within a Position Description.

ASSISTANT COUNTY ADMINISTRATOR/
COMMUNITY & ECONOMIC DEVELOPMENT

General Description of Responsibilities:

Under the direction of the County Administrator, assists in the administration of the affairs of the County within the framework of County policies, ordinances and state statutes. Serves as department head of the County Department of Community and Economic Development. The Assistant County Administrator shall assist in 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, as well as represent the governing body from time to time as authorized and directed. The Assistant County Administrator shall prepare reports, directives and other material as required; serves as an advisor to the Board of Supervisors regarding the professional administration and conduct of County government. In the absence of the County Administrator, serves as chief administrative officer for the County and is empowered to act in the capacity of County Administrator. The Assistant County Administrator shall assist in the administration of personnel for the County. Problems encountered range from routine to complex in nature. Significant public contact is required and position requires independent decision-making and action.

Examples of Work:

1. Assist in setting the agenda for Board of Supervisors meetings.

2. Assist in performing, supervising, directing and advising on the work involved in providing management services for departments, functions, and personnel, subject to the direction and control of the County Administrator, including funds management, personnel management, analysis of management problems, physical plant and property assets management, public information, procurement of equipment, supplies and services.

3. Assist and advise the County Administrator and departmental personnel in matters pertaining to management services in order to facilitate the accomplishment of the work of the County government.

4. Provide a contact point for citizens with suggestions, problems, or complaints. Keep the County Administrator informed and advised on those matters.

5. Assist in providing liaison between the Board of Supervisors and all elected and appointed County officials, agencies, boards authorities and commissions.

6. Assist in devising means for executing and carrying out County policy.

7. Perform feasibility studies.

8. Assist in the preparation and administration of the County budget. In the absence of the County Administrator, sign all warrants and monitor expenditures and appropriations.

9. Assist in oversight of purchasing practices for the County, protecting and maintaining County property and preserving County records.

10. Assist in administering County personnel policies.

11. Oversee, direct and supervise programs and activities of the County Department of Community and Economic Development as department head; perform necessary administrative duties required for the operation of the department, including department budget preparation and administration.

12. To regularly attend meetings and work with the County's Industrial Development Authority and act as a contact and liaison between that body, the Board of Supervisors, public and other entities involved with economic development activities of the County.

13. Establish and maintain a basic database supporting community and economic development.

14. Provide an ombudsman-like point of contact for activities, affairs and interests related to the County's community and economic development.

15. Perform such other duties as may be assigned by the County Administrator or Board of Supervisors.

Job Titles of Employees Directly Supervised:

Various County employees and others as necessary and appropriate (as directed by County Administrator)

Qualifications:

Education and Experience:

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 strongly preferred. At least two (2) 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. Experience and training in local economic development is desirable. Additional relevant experience may be substituted for educational requirements.

Knowledge, Skills and Abilities:

Thorough knowledge of the duties and mission of local governmental units. Thorough knowledge of the methodology and procedures of administration, management, and finance. Have knowledge of and keep informed about good public utility operations, building and facility management, and public services. Ability to communicate both verbally and in writing. Ability to establish and maintain effective working relationships with associates. Ability to deal courteously and effectively with the public.

Position Description First Approved and Adopted:		1995	
Latest Revision:			
Position Class:	Manager	**Status:**	Permanent/full-time
FLSA Status	Exempt	**Initial Starting Salary Range:** $45,000 - $48,500	