TABLE OF CONTENTS

County Budget and Finance

- Director of Budget and Finance
- Purchasing Specialist
- Deputy Director

County Department of Building & Development

- Director of Building & Development Services
- Environmental Inspector-Plan Reviewer
- County Building Inspector
- Permits Technician

County Department of Economic Development and Community Relations

- Deputy County Administrator/Economic Development & Community Relations Director
- Administrative Assistant/Receptionist

County Department of Emergency Management

- Emergency Management Coordinator
- Emergency Management Deputy Coordinator

County Department of General Services

- Director of General Services
- Supervisor
- Maintenance Technician
- Custodial Technician
- HVAC Technician

County Department of Information Systems

- Director of Information Systems
- Sytems Administrator
- Information Systems Application Specialist
- Information Systems Technician I
- Assistant Systems Administrator

County Department of Recreation

- Director
- Recreation Programs Specialist

County Department of Solid Waste

- Director of Solid Waste
- Solid Waste Specialist

- Solid Waste Technician
- Operator / Driver
- Convenience Station Attendant

County Department of Zoning Administration

- Zoning and Subdivision Official
- Code Compliance/Assistant Zoning Official

Office of County Administrator

- County Administrator
- Executive Assistant/Public Information Officer

Office of County Attorney

- County Attorney
- Assistant County Attorney
- Legal Assistant

County Department of Human Resources

- Director of Human Resources

County Department of Community Development and Planning

- Director of Community Development and Planning

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Director
Department: Budget & Finance Department
Supervised by: County Administrator & Deputy County Administrator
Revised Date: July 1, 2011

Title: Director

Department/Division: Budget & Finance Department/County Administration

Nature of Work:

- Responsible for oversight of the County's Budget and Finance function and advises the County Administrator and Board of Supervisors on major budgeting, accounting and personnel matters. Generally is responsible for developing and implementing administrative policies and procedures relative to budget; general ledger; procurement; accounts payable; payroll and personnel. Work is performed with a wide degree of latitude for the exercise of independent judgment and action.

Essential Duties:

- Financial Records Management: Monitor all County general ledger activity, reconcile monthly with Treasurer's Office all revenue and expenditure postings and perform monthly financial records files closing. Coordinate with Financial Reporting Consultants to ensure the County's financial and accounting data and systems are in compliance with Generally Accepted Accounting Practices and meet the requirements of the State Auditor of Public Accounts.
- County Budget Preparation: Responsible for preparation of the county Annual Budget in conjunction with County Administrator guidance. Participate in forecasting and estimating revenues from federal, state and local sources. Compile all agency, department and organization budget requests and prepare a balanced Proposed County Budget. Assist County Administrator with preparation of his Recommended County Budget.
- Budget & Accounting Assistance: Assist County Administrator; County Agencies; County Departments and charitable Organizations with matters relating to budget; financial reporting; procurement; payroll; personnel and special projects.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Budget and Finance Department.

- Chief Accounting Advisor: Serve as the chief accounting advisor to the County Administrator. Participate in the formulation of County accounting policies and regulations. Regularly attend and participate in meetings of the Board of Supervisors. As directed by the County Administrator, attend and participate in meetings of various appointed committees, advisory boards, panels and other task-specific groups.
- County Procurements: Responsible for proper procurement of large contracts. Review Invitation for Bids (IBF) and Request for Proposals (RFP) before issuance, ensure proper evaluation of bids and proposals received and review recommendation of contracts to be awarded. Review and update County procurement policies and procedures.
- County Operating Budget: Regularly report budget and financial data to the County Administrator and Board of Supervisors.
- Security & Personnel Functions: Serve as a security officer for the County's computer systems in coordination with the County Director of Information Systems. Responsible for Personnel related functions as assigned by the Deputy County Administrator of Operations/Personnel.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Thorough knowledge of accounting and financial methods, procedures and techniques; as well as state/federal grants management and fund management. Thorough knowledge of generally accepted accounting practices; pertinent laws; regulations and ordinances applicable to local governments.
- Ability to prepare and maintain accurate financial records and reports. Considerable knowledge of office equipment, practices and procedures.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Graduation from an accredited college or university with a BA or BS degree in Accounting (CPA is strongly preferred). At least 5 years of accounting, auditing or business management experience; of which 3 years must have been in a responsible supervisory or administrative capacity. Virginia Contract Officer Certification must be possessed or obtained within 2 years of hire date.

Job Location and Conditions:

- Work is performed primarily 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Purchasing Specialist **Department:** Budget & Finance Department **Supervised by:** Director of Budget & Finance **Revised Date:** July 1, 2011

Title: Purchasing Specialist

Department/Division: Budget & Finance Department/County Administration

Nature of Work:

- Performs accounting and purchasing/procurement support services using bookkeeping principles and practices to monitor the set of accounts and determine that laws, ordinances and regulations are followed in the purchase and payment of goods and services.

Essential Duties:

- County Procurement Processing: Assist Departments and Agencies with procurement compliance by obtaining price quotes, placing orders and preparing purchase orders. Prepares for review by the Budget & Finance Director formal Invitation for Bid (IBF) and Request for Proposal (RFP) documents.
- General Services Work Order Monitoring: Monitors all General Services work orders by maintaining list of active jobs, tracking status of job progress and proper recordkeeping of completed jobs.
- Solid Waste Billing: Maintains all Accounts Receivable records for the use of the Washington County Solid Waste Transfer Station. Post all user charges and process monthly accounts receivable invoices..
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Budget and Finance Department.
- Purchase Order Tracking: Issue and track purchase order numbers given to other departments who elect to make their own small purchases. Review submitted purchase requisitions to ensure procurement procedure compliance.
- Payroll Changes: Review payroll changes entered prior to final payroll processing for General Government, Library and Social Services. Assist in preparing and submitting all payroll related reports and transmittals.

- Department & Vendors Liaison: Serves as a liaison between the County departments and vendors by resolving problems between submitted invoices and materials or services actually received.
- Expenditure Reports, Bank Statements & Deposits: Review, approve and submit the monthly Compensation Board expenditure reimbursement reports for all County Constitutional Offices. Maintain County Administrator's Petty Cash Account and reconcile monthly Bank Statement. Receive money and prepare weekly deposits to County Treasurer's Office.
- Policies & Manuals: Maintain and update all procurement policies and manuals.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Considerable knowledge of Accounting; Purchasing; strong math skills and Bookkeeping principles and practices.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) applicable to local governments.
- Ability to prepare and maintain accurate financial records and reports. Considerable knowledge of office equipment, practices and procedures.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Graduation from an accredited college or university with a BA or BS degree in Accounting or Business Administration is strongly preferred. An Associate degree from an accredited college with a concentration in Accounting or Business Administration with 5 years experience in Accounting, Purchasing or Bookkeeping may be substituted for the college requirement. Virginia Contract Officer Certification must be possessed or obtained within 2 years of hire date.

Job Location and Conditions:

- Work is performed primarily 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Deputy Director **Department:** Budget & Finance Department **Supervised by:** Director of Budget & Finance **Revised Date:** August 17, 2016

Title: Deputy Director

Department/Division: Budget & Finance Department/County Administration

Nature of Work:

- Performs accounting, budgeting and general ledger support services. Performs clerical and administrative work requiring execution of a variety of established procedures primarily related to the processing and distribution of payroll and accounts payable. Fills in for the Director as requested.

Essential Duties:

- Accounts Payable Processing: Reviews accounts payable invoices against purchase orders and signed receiving statements as needed. Serves as the lead for accounts payable processes.
- Payroll Processing: Process payroll for all General Government, County Library and Department of Social Services. Transmits direct deposit files to bank for ACH distribution.
- Grant Monitoring: Monitors all General Government Grant program activity to ensure timely filing of reimbursement requests and financial reports.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Budget and Finance Department.
- Financial Software: Assists all departments with daily operations and training of the County's financial system.
- General Government Fixed Assets: Maintains the County's General Government Fixed Assets by entering all new additions and deletions. Reconciles total fixed assets cost, current depreciation and accumulated depreciation for auditors.
- Bank Reconciliations: Assists the Treasurer's Office with the monthly bank reconciliation of the County's consolidated account by supplying an accurate listing of outstanding checks.
- County Operating Budget: Assists in the preparation of the Annual County Operating Budget by preparing pro forma budget documents.

- Expenditure Reports & Supplemental Appropriations: Maintains the listings of Supplemental Appropriations and Reserve for Contingencies added to the County Budget.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Considerable knowledge of Accounting; Purchasing; strong math skills and Bookkeeping principles and practices.
- Working knowledge of Generally Accepted Accounting Principles (GAAP) applicable to local governments.
- Ability to prepare and maintain accurate financial records and reports. Considerable knowledge of office equipment, practices and procedures.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Graduation from an accredited college or university with a BA or BS degree in Accounting or Business Administration is strongly preferred. An Associate degree from an accredited college with a concentration in Accounting or Business Administration with 2 years experience in Accounting, Purchasing or Bookkeeping may be substituted for the college requirement.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Government Center 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 and 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 and accurate calculations aided by a calculator.

- **Manual and 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.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Building Official
Department: Building & Development Services
Supervised by: County Administrator
Revised Date: January 13, 2020

Title: Building Official

Department/Division: Building & Development Services/County Administration

Nature of Work:

- Acts as County Building Official and is responsible for administration and enforcement of the adopted Virginia Uniform Statewide building codes and related codes of the County, as well as the issuance of building and related permits. Assists with construction project oversight and management services and assistance for both County projects and projects involving County agencies as directed by the County Administrator.

Essential Duties:

- Review Building Permit Applications & Investigate Complaints: Examines building permit applications and supporting data, and issues various types of building, electrical, mechanical, plumbing and zoning permits required for the construction, renovation, and demolition of sites, buildings, and structures in the County. Interpret and convey the building and related codes to contractors and other interested persons. Investigate complaints of code violations and takes appropriate action as necessary to enforce compliance. Reviews work of County Building Inspectors and perform field inspections as necessary of buildings and structures under construction for code compliance purposes. Develops implements and maintains adequate record keeping for all code-related activities.
- Administrative Duties: Performs administrative duties required for the operation of the department.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Building and Development Services Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skill in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Thorough knowledge of various codes relating to building construction, electrical, mechanical and plumbing. Ability to establish and maintain effective working relationships with contractors and to read and interpret construction plans and blueprints.
- Specific knowledge of local, state and federal ordinances, laws, requirements and regulations relating to erosion and sediment control, floodplain and storm water management.
- Proficiency with data processing and database including: Microsoft Word, Excel, Adobe PDF and Outlook. Position will interface with a variety of computer-based technology applications and will be expected to develop/maintain a fundamental understanding of such technologies and their application to departmental goals and objectives.
- Position will be expected to fulfill responsibilities with no or limited clerical assistance.
- Minimum of 5 years of building experience as a building, fire or trade inspector, contractor, housing inspector or superintendent of building, fire or trade construction. Any combination of work experiences that would confer equivalent knowledge and ability shall satisfy this requirement. Must have current ICC Certified Building Official Certificate indicating satisfactory completion of the advanced official module and/or other training as required by the Virginia Department of Housing and Community Development for local building officials within the time period specified by regulation after start of employment.
- In addition to the above, must have current or shall obtain the following Certificates within 3 years of employment: Certified Combined Administrator Certificate from the Virginia Department of Conservation and Recreation pursuant to Virginia Erosion and Sediment Control Law and applicable regulations and Amusement Device Inspector Certificate from the Virginia Department of Housing and Community Development. Note: Failure to obtain/maintain required certifications is grounds for termination of employment; regulatory or 3 year time period to obtain initial certifications may be extended by the County Administrator with adequate progress and with the concurrence/consent of the appropriate regulatory agency(ies).
- This position will be the Appointed Building Official for the County.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Administrative Office and in the field on a daily basis. 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 converse by telephone; in person; communicate effectively 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.

Physical Demands:

- **Strength:** Ability to lift at least 35 pounds.
- **Standing, Sitting, and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over hilly (+20% slope) terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Environmental Inspector/Plan Reviewer **Department:** Building & Development Services **Supervised by:** Building & Development Services Director **Effective Date:** July 8, 2014

Title: Environmental Inspector/Plan Reviewer

Department/Division: Building & Development Services/County Administration

Nature of Work:

- Enforces the adopted Virginia Stormwater Management Program and the Erosion and Sediment Control Program and all related regulations of each ordinance, as well as the review of plans and documents required for the issuance of a land disturbing permits, issuing all required permits, inspecting projects for compliance, enforcement of projects out-of-compliance, and tracking each and all projects within the County. Position will be cross-trained to provide assistance to Permit Technicians as needed. This position is under the direction of the County Building & Development Services Director.

Essential Duties:

- Issues Permits as Appropriate: Examine permit applications and supporting documentation and issues permits as appropriate. Includes the review and approval of plans and documentation submitted prior to issuing a permit. May review and issue other permits as authorized by the County Building & Development Services Director or the County Zoning and Subdivision Official.
- Daily Inspections on Permits: Makes required inspections on permits issued, such as initial inspections, on-going construction inspections, severe weather inspections, close-out inspections, and routine maintenance inspections. May include other inspections in accordance with the Erosion and Sediment Control and the Virginia Stormwater Management Programs.
- Interpreting Regulations and Codes: Interprets and conveys the appropriate regulations and codes to contractors and other interested persons. Investigates complaints of unpermitted land disturbance and other similar violations. Enforces the regulations when contractors or permit holders are out-of-compliance.
- Reviews Plans, Supporting Documentation: Complete extensive plan reviews for all projects within the County for both Erosion and Sediment Control and Stormwater. Communicate with both the designers/engineers and contractors/developers regarding the plans/documentation to confirm that all aspects of the regulations are being met. Issues permits once approval of documents is complete.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Building and Development Services Department.
- Perform other Duties as Required

Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail, and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skilled in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Thorough knowledge of the adopted regulations relating to the Erosion and Sediment Control and Stormwater Programs. General knowledge of the building trades and sequencing of construction projects. Considerable knowledge of sound construction practices and techniques.
- Proficiency with data processing and database including: Microsoft Word, Excel, and Outlook.
- Education equivalent to the completion of high school, supplemented by formal courses in the field of environmental sciences, building trades, or civil engineering. Must currently hold or obtain Virginia state certification through DEQ as a Combined Administrator for both the Erosion and Sediment Control Program and the Virginia Stormwater Management Program no later than 2 years from date of hiring, or as directed by the County Building & Development Services Director or County Administrator. May also be required to obtain other training or certifications related to the position's scope of services within a specified time frame after employment as directed by the County Building & Development Services Director or County Administrator.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Government Center Building and traveling in the County on a daily basis. 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, radio or switchboard; 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. Must have ability to complete complex mathematical calculations on a daily basis.
- **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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk; and continuously (7-9 hours/day) sit. Must be able to walk over rugged terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Building Inspector **Department:** Building & Development Services **Supervised by:** Building & Development Services Director **Revised Date:** May 17, 2014

Title: Building Inspector

Department/Division: Building & Development Services/County Administration

Nature of Work:

- Enforces the adopted Virginia Uniform Statewide building codes and related codes of the County, as well as the issuance of building and related permits. Position may be cross-trained to provide both zoning code enforcement and plan review and inspections related to soil erosion and sedimentation control. This position is under the direction of the County Building & Development Services Director.

Essential Duties:

- Issues Permits as Appropriate: Examines building permit applications and supporting data and issues permits as appropriate. May review and issue zoning permits as authorized by the County Zoning and Subdivision Official.
- Daily Inspections on Permits: Makes daily inspections on permits issued, such as footings; rough-in plumbing; framing; electrical; insulation; power hookups; and any other building inspections that may be necessary in accordance with Virginia Uniform Statewide Building Code and/or other applicable requirements.
- Interpreting Building Codes: Interprets and conveys the building codes to contractors and other interested persons. Investigates complaints of building and related code violations and also complaints of zoning code violations as authorized by the County Zoning and Subdivision Official.
- Reviews Plans, Permits & Projects: Inspects projects, reviews plans and issues permits where soil erosion and sedimentation control measures are required or removal of underground storage tanks, as authorized by the County Building & Development Services Director.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Building and Development Services Department.

- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skill in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Thorough knowledge of the approved codes relating to building construction, electrical and plumbing (ICC Code, ANSI Code, etc.). Thorough knowledge of one of the building trades and general knowledge of the related trades. Considerable knowledge of sound building construction practices and techniques.
- Proficiency with data processing and database including: Microsoft Word, Excel, and Outlook.
- Education equivalent to the completion of high school, supplemented by formal courses in the building trades or civil engineering (vocational or college study in related building trades is preferred). At least 3 years experience at the journeyman level in one or more of the building trades (holding of a state license in one or more trades where testing is required is preferred). Must currently hold or obtain Virginia state certification as a Residential and Commercial Combination Inspector no later than 3 years from date of hiring, or as directed by the County Building & Development Services Director or County Administrator. If not currently certified, you must attend Virginia Building Code Academy (Core Module) within 90 days of date of hiring. May also be required to obtain other training or certifications related to position's scope of services within a specified time frame after employment as directed by the County Building & Development Services Director or County Administrator.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Government Center Building and traveling in the County on a daily basis. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Permits Technician **Department:** Building & Development Services **Supervised by:** County Engineer/Building Official **Revised Date:** July 1, 2011

Title: Permits Technician

Department/Division: Building & Development Services/County Administration

Nature of Work:

- Provides frontline customer service including, but not limited to: serving as primary receptionist for the Departments of Zoning Administration and Building and Development Services; determining the needs of customers and directing them to the appropriate person; answering and directing phone calls and inquiries; processing permit applications and associated documents. Interaction with the public is routine and excellent communication and interpersonal skills are vital. This position will be under the joint direction of the County Zoning and Subdivision Official and the County Engineer/Building Official.

Essential Duties:

- Customer Service: Provides customer assistance in filling out various permit applications and forms. Process permit applications by accepting and checking for accuracy and completeness. Route to appropriate staff, tracking application status by maintaining accurate and timely records.
- Policies & Procedures: Assure policies and procedures are followed in the receipt, routing and processing of permit applications. Assist in coordinating the permitting process with department staff.
- Scheduling Field Inspections: Assists in the scheduling of requests for field inspections and maintain an inspection activity log.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Building and Development Services Department.
- Preparing Deposits & Issuing Receipts: Collects money for permitting fees, writes receipts and prepares deposits according to Department policies and procedures.

- Time Management Skills: Ability to work independently and proficiently and has a high level of time management skills, as the position dictates interruptions on a frequent basis.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of standard office practices, procedures, equipment, and office management techniques.
- Skill in communicating and presenting a positive, professional image of County services. Ability to work cooperatively as a member of a service oriented team and establish effective working relationships with employees and the public.
- Attend training seminars for basic building code understanding and permit technician certification within two years of employment.
- Proficiency with data processing and database including: Microsoft Word, Excel, and Outlook.
- Graduation from an accredited college or university with an Associate Degree in secretarial/office management, bookkeeping, accounting, business or related field. 2 years experience in responsible clerical work with related experience emphasizing public contact or customer service is strongly preferred. Graduation from high school may be substituted for the associate degree if supplemented with significant and appropriate work of an equivalent basis.

Job Location and Conditions:

- Work is performed primarily 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:	
Job Title:	Coordinator
Department:	Emergency Management
Supervised by:	County Administrator
Revised Date:	April 14, 2015

Title: Coordinator of Emergency Management

Department/Division: Emergency Management Department/County Administration

Nature of Work:

- Oversees the County Department of Emergency Management Department and serves as liaison between the County and the County's fire, rescue and other emergency response organizations to support appropriate, adequate and timely response to various emergency situations within the context of a primarily private, volunteer-based system of fire and rescue units. Serves as the County's coordinator of emergency management pursuant to § 44-146.19 of the Code of Virginia. General duties include responsibility for the overall operation of the department including day-to-day delivery of all services, planning and analysis of present and future needs and management of all departmental personnel, resources and facilities. Responsibilities include the supervision of all assigned employees, developing and managing the approved departmental budget and pro-actively responding to the needs of emergency response organizations, personnel, citizens and elected officials.

Essential Duties:

- Oversees Emergency Agencies: Coordinates and monitors performance of and evaluates fire, rescue and emergency response organizations functions, operations and capabilities, including developing and maintaining an overall assessment and inventory of personnel, training, equipment, vehicle and facilities. Evaluates and alters as necessary service district boundaries for fire and rescue units in coordination with unit leadership.
- Fire, Rescue & Emergency Organizations Funding Requests: Reviews and makes recommendations (with support from the Emergency Services Committee) upon requests for County funding from fire, rescue and other emergency response organizations for operational support, personnel expenses and vehicle and equipment purchases. Identifies need for, develops and reviews/monitors various agreements, contracts, permits. etc. to ensure proper relationships between and performance criteria/expectations of fire, rescue and other emergency response organizations. As departmental

resources permits, provides assistance to fire, rescue and other emergency response organizations in financial management and insurance billings.

- Strategic Goals & Work Plans: Develops departmental strategic goals and work plans and coordinates all work plans with fire, rescue and other emergency response organizations. Develop, update, maintain and distribute various official plan and other resources documents, including County Emergency Operations Plan. Develop/maintain departmental webpage on County website. Coordinates meetings and work of Local Emergency Planning Committee and such other committees, boards and other bodies as may be involved or concerned with departmental affairs and operations.
- Volunteer Training: Identify and facilitate needed training of volunteer personnel for rescue, firefighting, group sheltering and other emergency response operations. Develops, facilitates, participates in and evaluates unit performance during various training seminars and exercises, including mock disaster exercises. Assist emergency response agencies to develop and recommend efficient, effective and economical protocols to ensure safe responses and timely delivery of services.
- Department Liaison: Maintain communications with and act as liaison between state agencies, Emergency Management Department, County Administrator, Board of Supervisors and the various County and regional fire, rescue and other emergency response organizations.
- County Emergency Operation Center**:** In coordination with the Washington County Sheriff's Office , develop, equip and maintain a primary County Emergency Operation Center (EOC) in a constant state of readiness from which to direct operations in time of County-wide emergency.
- State & Federal Reports: Prepare and submit various reports to state and federal authorities relative to County emergency services and response capabilities and fulfill all requirements as set out under law/regulation for county coordinators of emergency management or equivalent positions. Serve as hazardous materials coordinator for the County. Provide periodic activity reports for all fire, rescue and emergency organizations.
- Official Public Contact: County Administrator or designee will serve as point of public, press and official contact for all issues related to County public safety and emergency management. Provide field-response as necessary to emergency incidents and provide assistance on-scene as needed. Coordinates activities of all emergency relief and assistance organizations during disasters and subsequent recovery operations in-County.
- Grant Administration: Submit applications for grant and other funding sources related to County emergency services and provide for proper grant administration and compliance. Identify needs for both professional and non-professional consulting and services necessary for proper departmental operations, undertake procurement of same and oversee efficient provision of contracted services.
- Administrative Duties: Perform administrative duties required for the operation of the department, including managerial oversight of departmental personnel and departmental budget preparation and administration. Formulates and

implements departmental policies, procedures, rules, regulations and guidelines.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Emergency Management Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, a attention to detail and works courteously and effectively with staff and public, especially in emergency situations.
- Experience working with volunteers, especially fire and emergency medical responders and quasi-and non-governmental volunteer organizations strongly preferred.
- Strong familiarity of the National Incident Management System (NIMS) and the Incident Command System (ICS). In-depth knowledge of the Superfund Reauthorization Act (SARA TITLE 111), and ability to participate in an active role providing coordination and leadership in the federally mandated Local Emergency Planning Committee (LEPC) on all issues relating to the LEPC, to include a good working relationship with representatives of local industries and businesses who use, store or transports chemicals subject to the Tier Two required reporting.
- In-depth knowledge of emergency management and its structure, at the local, state and federal level. Practices, procedures and working knowledge of county governmental operations and organizations strongly preferred.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point, Adobe PDF and Outlook. Ability to conduct grant research and prepare grant applications and reports.
- Associate's Degree required; Bachelor's Degree strongly preferred. Associates Degree should be commensurate with the job description.
- Certification as Firefighter I, Firefighter II and/or EMT-B or equivalent by the Commonwealth of Virginia or other state is required within 3 years of employment.
- Must have current or shall obtain at least one of the following Certificates within 3 years of employment: (1) Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) Certificate*, or (2) International Association of Emergency Managers (IAEM) Certified Emergency Manager (CEM) or Associate Emergency Manager (AEM) Certificates. FEMA Advanced Professional Series (APS) Certificate strongly preferred.
- Time period for completion may be extended by the County Administrator with adequate progress.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Government Center Building and traveling in the County on a regular basis. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Deputy Coordinator **Department:** Emergency Management **Supervised by:** Coordinator of Emergency Management **Revised Date:** July 12, 2016

Title: Deputy Coordinator

Department/Division: Emergency Management Department/County Administration

Nature of Work:

- Assists with oversight of the County Department of Emergency Management and is responsible for overall organization, planning, direction, coordination and improvement of functions and activities of the County's fire, rescue and other emergency response organizations to ensure appropriate, adequate and timely response to various emergency situations within the context of a primarily private, volunteer-based system of fire and rescue units. Assists with the organization, management, operation and improvement of the County's E-911 based emergency communication system (telephonic, radio, geographic and other information systems technologies) and other related communication systems in close coordination with the County Department of Information Systems and Washington County Sheriff's Office. Will assist the County's Director of Emergency Management pursuant to § 44-146.19 of the Code of Virginia. Responsible for assigned operations of the department including day-to-day delivery of all services, planning and analysis of present and future needs and management of all departmental personnel, resources and facilities. Responsibilities include the supervision of all assigned employees, assisting with developing and managing the approved departmental budget and pro-actively responding to the needs of emergency response organizations, personnel, citizens and elected officials.

Essential Duties:

- Directs Emergency Organizations: Plans, programs, directs, coordinates, monitors performance of and evaluates fire, rescue and emergency response organizations functions, operations and capabilities, including developing and maintaining an overall assessment and inventory of personnel, equipment, vehicle and facilities. Evaluates and alters as necessary service district boundaries for fire and rescue units in coordination with unit leadership.
- E-911 Operation: Assists with oversight and operation of the County's E-911 based emergency communication system (telephonic, radio, geographic and

other information systems technologies) in close coordination with the County Department of Information Systems and Washington County Sheriff's Office.

- Fire, Rescue & Emergency Organizations Funding Requests: Reviews and makes recommendations to the Director of Emergency Management for requests for County funding from fire, rescue and other emergency response organizations for operational support, personnel expenses and vehicle and equipment purchases. Identifies need for, develops and reviews/monitors various agreements, contracts, permits. etc. to ensure proper relationships between and performance criteria/expectations of fire, rescue and other emergency response organizations. As departmental resources permits, provides assistance to fire, rescue and other emergency response organizations in financial management and insurance billings.
- Strategic Goals & Work Plans: Assists with departmental strategic goals and work plans and coordinates all work plans with fire, rescue and other emergency response organizations, as directed by the Director of Emergency Management. Assists with the development/maintenance and distribution of various official plans and other resource documents, including the County Emergency Operations Plan. Assists with the development/maintenance of departmental webpage on County website. Coordinates meetings and work of Local Emergency Planning Committee and such other committees, boards and other bodies as may be involved or concerned with departmental affairs and operations as directed by the Director of Emergency Management.
- Volunteer Training: Identify and facilitate needed training of volunteer personnel for rescue, firefighting, group sheltering and other emergency response operations. Develops, facilitates, participates in and evaluates unit performance during various training seminars and exercises, including mock disaster exercises. Identify and develop operational protocols for fire, rescue and other emergency response organizations to ensure efficient, effective, economic and safe responses and delivery of services.
- Department Liaison: Maintain communications with and act as liaison between Emergency Management Department, County Administrator, Board of Supervisors and the various County fire, rescue and other emergency response organizations as directed by the Director of Emergency Management.
- County Emergency Operation Center**:** As directed by the Director of Emergency Management and in coordination with the Washington County Sheriff's Office , develop, equip and maintain a primary County Emergency Operation Center (EOC) in a constant state of readiness from which to direct operations in time of County-wide emergency.
- State & Federal Reports: Prepare and submit various reports to state and federal authorities relative to County emergency services and response capabilities and fulfill all requirements as set out under law/regulation for emergency management. In the absence of the Director of Emergency Management, serves as hazardous materials coordinator for the County. Provide periodic activity reports for all fire, rescue and emergency organizations.

- Official Public Contact: When designated, serves as point of public, press and official contact for issues related to County public safety and emergency management. Provides field-response as directed to emergency incidents to provide assistance on-scene as needed. Assists with coordinating activities of all emergency relief and assistance organizations during disasters and subsequent recovery operations in-County.
- Grant Administration: Assists with applications for grant and other funding sources related to County emergency services and provide for proper grant administration and compliance. Assists with identifying needs for both professional and non-professional consulting and services necessary for proper departmental operations, undertake procurement of same and oversee efficient provision of contracted services.
- Administrative Duties: Perform administrative duties required for the operation of the department, including managerial oversight of departmental personnel and departmental budget preparation and administration. Formulates and implements departmental policies, procedures, rules, regulations and guidelines as directed by the Director of Emergency Management.
- Director Responsibilities: Represents the Department of Emergency Management and County of Washington in the absence of the Director of Emergency Management at any given time as directed and deemed appropriate and necessary. Performs such other duties as may be assigned by the Director of Emergency Management during declared local emergencies.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Emergency Management Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public, especially in emergency situations.
- Experience working with volunteers, especially fire and emergency medical responders and quasi-and non-governmental volunteer organizations strongly preferred.
- Strong familiarity of the National Incident Management System (NIMS) and the Incident Command System (ICS). Knowledge of the Superfund Reauthorization Act (SARA TITLE 111), and ability to participate in an active role providing coordination and leadership in the federally mandated Local Emergency Planning Committee (LEPC) on all issues relating to the LEPC, to include a good working relationship with representatives of local industries and businesses who use, store or transports chemicals subject to the Tier Two required reporting.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point, Adobe PDF and Outlook. Ability to conduct grant research and prepare grant applications and reports.

- Associate's Degree required; Bachelor's Degree strongly preferred. Certification as Firefighter I or EMT-B or equivalent (at minimum) by the Commonwealth of Virginia or other state within last 5 years strongly preferred.
- Must have current or shall obtain the following Certificate within 3 years of employment: Federal Emergency Management Agency (FEMA) Professional Development Series (PDS) Certificate.
- Supplemental formal training and education in emergency management, government or business administration/management and/or personnel management preferred. Must be able to obtain/maintain any required certifications or other designations as may be established for the position by the state or federal government. (Note: Failure to obtain/maintain required certifications/designations is grounds for termination of employment; 3 year time period to obtain initial PDS certification may be extended by Director of Public Safety with adequate progress; other required certifications/designations must be obtained/maintained within timeframes specified by state/federal agencies.)

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Public Safety Building and traveling in the County on a regular basis. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: General Services Director **Department:** General Services **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: General Services Director

Department/Division: General Services/County Administration

Nature of Work:

- Responsible for the efficient and economic management of the physical properties and assets owned or maintained in the custodial care of the Board of Supervisors (except for the County Department of Solid Waste and Information Technology equipment). Properties include all buildings, grounds, structures and unimproved real estate holdings; assets include all motor vehicles, equipment and major infrastructures and appurtenances related to physical holdings. Serves as the department Director of the County Department of General Services. Scope of work includes procurement of property, equipment, materials and services supporting County facilities; property assets, vehicular fleet management, development and enforcement of policies and procedures regarding acquisition; use, protection and disposition of physical properties and assets and managerial oversight of County Department of General Services personnel.

Essential Duties:

- Maintenance Oversight: Oversees the scheduling of custodial and maintenance services provided to County offices, court and other facilities; along with the monitoring of all work orders, purchase orders and proper recordkeeping of all completed jobs.
- Contract Management: Procurement and management of contracts related to the upkeep, equipping and operation of County Facilities, vehicles and related appurtenances consistent with County ordinances, policies and procedures in coordination with the County Department of Budget and Finance.
- County Facilities Liaison: First point of contact and liaison regarding County facilities and property for all departments and agencies of the County government.
- Cost Effective Practices: Ensure that the most cost effective practices are being followed in the use and maintenance of County facilities and vehicles. Review and coordinate the use, repair, renovation and modification of County

properties and structures to ensure that efficiency and cost effective practices are being followed. Oversee the disposition of County facilities and property assets for economic return in compliance with all County and State ordinances, policies and law. Negotiate, coordinate and manage all leases and similar arrangements between the County and others for use of facilities and property.

- Insurance Protection: Works with the County Attorney and the Department of Budget and Finance to ensure adequate insurance protection is provided to all County facilities and properties and that all applicable federal, state and local laws and ordinances are in compliance.
- Administrative Duties: Perform Administrative duties required for the operation of the department, including managerial oversight of department personnel and departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of the organizational and funding structures of the County agencies.
- Specific knowledge of local, state and federal laws and regulations relating to public facilities and property management.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to graduation from an accredited college or university with a major course of study and training in public administration, business management or a related field preferred. Minimum of 3 years experience in facilities or real estate management, construction contract management, personnel administration or combined experiences in these or related fields is required. Responsible experience may be substituted for preferred educational requirements.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Administrative Office and out in the field traveling to all the different County locations. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: General Services Supervisor **Department:** General Services **Supervised by:** Director of General Services **Revised Date:** July 1, 2011

Title: General Services Supervisor

Department/Division: General Services/County Administration

Nature of Work:

- Supervises the daily schedules, procedures and routine of County Department of General Services personnel to ensure that County offices, buildings, facilities and grounds are maintained in a clean and safe condition. Supervises the work of department custodial and maintenance personnel and performs minor repairs, renovations and modifications to County physical properties and assets and related fixtures and infrastructures. Position is responsible for first response to emergencies involving County facilities and grounds after hours.

Essential Duties:

- Personnel Supervision: Supervises the daily schedules and routine of County Department of General Services personnel. Assigns, coordinates and evaluates departmental personnel in the performance of all custodial and maintenance work in County offices, buildings, facilities and equipment.
- Custodial Maintenance: Assists if needed in the cleaning of County offices, buildings, facilities and grounds by sweeping, vacuuming, mopping, cleaning, buffing and waxing floors and carpets, emptying trash, mowing and removing leaves, snow and debris. Supervise cleaning of County vehicles and motorized equipment.
- Routine Maintenance: Performs routine maintenance, repairs, renovations and modifications involving carpentry, electrical, mechanical and plumbing trades on County offices, buildings, facilities, equipment and grounds. Supervise routine maintenance on County vehicles and motorized equipment. Supervises various small construction projects. Assists Department Director in oversight and coordination of large construction or renovation projects.
- Emergency Response: Responds to emergency calls after hours. Contact and coordinate departmental personnel and materials needed to meet the immediate situation and report major problems to Department Director.
- Administrative Duties: Perform Administrative duties required for the operation of the department, including ordering cleaning supplies and other materials as

needed and assist the Department Director with the departmental budget preparation and administration.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General ability to perform minor plumbing, electrical, mechanical and carpentry repairs on a wide variety of properties.
- Ability to supervise custodial and maintenance personnel on a day-to-day basis.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to completion of high school and at least 3 years of training and/or experience in commercial, industrial or institutional custodial services preferred. 4 years of responsible experience in general contracting and construction, plumbing, electrical or mechanical repairs and carpentry. A combination of training and/or certification(s) may be substituted for a portion of the experience requirement.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Administrative Office and out in the field traveling to all the different County locations. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Maintenance Technician **Department:** General Services **Supervised by:** Director of General Services **Revised Date:** July 1, 2011

Title: Maintenance Technician

Department/Division: General Services/County Administration

Nature of Work:

- Provides primarily maintenance and minor custodial services for all County offices, grounds and equipment. Ensures that County property is in a good state of repair and cleanliness. Undertakes moderate to major maintenance, construction and special projects as necessary.

Essential Duties:

- Performs Repairs of Moderate to Major Complexity: Performs repairs of moderate to major complexity to structural, electrical fixtures and equipment as directed. Assists HVAC Technician with heating and air conditioning services as needed.
- Inspections of Buildings & Grounds: Makes inspections of buildings and grounds during daily work schedule to determine repairs and maintenance needed. Report need for major work to Director.
- Performs Construction, Repair & Maintenance to County Facilities: Performs construction, repair and maintenance services including renovation, refurbishment, fabrication, grounds keeping and related work. Ensures all utilities function properly.
- Minor Motor Vehicle & Motorized Equipment Repair: Perform minor motor vehicle and motorized equipment cleaning, maintenance and repair services as needed.
- Grounds, Lawn & Shrubbery Upkeep**:** Maintain grounds, lawns and shrubbery regularly in a safe and attractive fashion.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required.

Job Requirements Needed:

- Education or experience equivalent to the completion of high school. Graduation from high school or equivalent is preferred.
- Minimum of 3 years of training and/or experience in trades, maintenance and/or custodial services. 5 years of training or responsible experience is preferred.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- 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 and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift a minimum of 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.

- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Custodial Technician **Department:** General Services **Supervised by:** Director of General Services **Revised Date:** July 1, 2011

Title: Custodial Technician

Department/Division: General Services/County Administration

Nature of Work:

- Provides primarily custodial services and minor maintenance for the County offices, grounds and equipment. Ensures that County property is in a good state of cleanliness and repair and that all facilities are acceptable for use by County employees and the public.

Essential Duties:

- Clean and Maintain County Buildings: Cleans County buildings and maintain their orderliness and sanitation. Sweep, mop floors, empty waste cans, vacuum/clean carpets, clean windows and perform other related tasks as needed.
- Minor Servicing & Repair of Buildings**:** Performs minor servicing and repair to buildings and structures.
- Inspections of Buildings & Grounds: Make inspections of buildings and grounds during daily work schedule to determine cleaning, repairs and maintenance needed. Report need for major work to Director.
- Water, Sewer and Lighting Fixtures Functions: Ensures that all water, sewer and lighting fixtures function properly and perform servicing and repair to same as necessary.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required.

Job Requirements Needed:

- Education or experience equivalent to the completion of high school. Graduation from high school or equivalent is preferred.

- Minimum of 1 year of training and/or experience in trades, maintenance and/or custodial services. 2 years of training or responsible experience is preferred.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- 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 and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift a minimum of 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: HVAC Technician **Department:** General Services **Supervised by:** Director of General Services **Revised Date:** July 1, 2011

Title: HVAC Technician

Department/Division: General Services/County Administration

Nature of Work:

- Installation and/or service and repair of heating and air conditioning systems and equipment. Assists with moderate to major maintenance, construction and special projects as necessary.

Essential Duties:

- Maintain Heating & Air Conditioning Systems: Maintain and diagnose failures, repair and install heating and air conditioning systems in County facilities.
- Perform Repairs of Moderate to Major Complexity: Assists with moderate to major complexity to structural, plumbing and electrical fixtures and equipment as needed.
- Inspections of Buildings & Grounds: Make inspections of buildings and grounds during daily work schedule to determine repairs and maintenance needed. Report need for major work to Director.
- Minor Motor Vehicle & Motorized Equipment Repair: Perform minor motor vehicle and motorized equipment cleaning, maintenance and repair services as needed.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the General Services Department.
- Perform other Duties as Required.

Job Requirements Needed:

- Completion of 4 or more years experience in installation and/or service and repair of heating and air conditioning systems and equipment. Qualifying experience will include knowledge of equipment operation, electrical components and repair practices and systems design.

- Must have a HVAC Journeyman or Master Certification as required by the State of Virginia.
- EPA Refrigerant Systems Certifications are required.
- Education and experience equivalent to graduation from high school.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- 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 and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift a minimum of 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.

- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Information Systems Director **Department:** Information Systems **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: Information Systems Director

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Directs the development, operation and maintenance of the County's computer hardware and software systems including geographic information systems. Serves as Director of County Department of Information Systems.

Essential Duties:

- Operation & Maintenance: Manages the day-to-day operation and maintenance of the County's primary computer system. Assures the uniform operation of the County's computer system, associated peripheral equipment and resident software. Develop contingencies that prepare equipment and personnel for peak periods of usage.
- GIS Database: Oversees and coordinates the design, development and implementation of a County government-wide geographic information systems (GIS) database. Leads and directs the GIS planning and design activities of a cross-functional team composed of staff from various County departments, offices and agencies.
- Software Programming & Design: Designs, develops and install software for County offices. Works closely with County appointed and elected officials and employees to identify and integrate modifications to software programming.
- Security Officer: Protects the integrity and confidentiality of the County's computer system by serving as the County's computer security officer. Develop security protocols limiting computer access and limiting access to confidential and/or sensitive databases.
- Technical Advisor: Serves as a technical advisor on all County computer equipment and/or software purchases. Develops a long-term plan that identifies and prioritizes essential up-grades to system hardware and software.
- Records: Study and maintain records of computer usage. Develop contingencies that prepare equipment and personnel for peak periods of usage.

- Troubleshoot & Education**:** Troubleshoot operational and system problems via telephone and electronic communications. Educate County employees in the efficient and effective use of computer hardware and software.
- Administrative Duties: Performs necessary administrative duties for the operation of the Department of Information Systems, including departmental budget preparation and administration. Study and maintain records of computer usage.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Extensive programming and analysis knowledge on mid-range and/or micro systems is required.
- General knowledge of the hardware and operational characteristics of the County's currently installed computer systems is desirable.
- General knowledge of the hardware and software associated with LANs.
- Skills and knowledge testing may be required and could consist of oral, written or computer use applications and computer operating systems and network architecture to determine level of knowledge and understanding of hardware and software systems in current use, including web page technology.
- Education equivalent to graduation from an accredited college or university with a degree in computer science. 5 years experience using mid-range and/or micro programming language and related operating languages (Master's degree may be substituted for up to 2 years of the experience required).

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Safety Building and other County offices as needed. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Systems Administrator
Department: Information Systems
Supervised by: Director of Information Systems
Revised Date: June 25, 2019

Title: Information Systems - Systems Administrator

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Provides a variety of technical services in the capacity of Systems Administrator for Washington County Government and Washington County Sheriff's Office, webmaster for the County's website and network support of the County's E-911 Systems. Maintains County and Sheriff's Office network environment, providing a reliable, secure and efficient data network. Deploys, configures, maintains and monitors all network equipment to ensure dependable network operations.

Essential Duties:

- Systems Infrastructure: Fully support, configure, maintain and upgrade Washington County's networks and in-house servers. Install and integrate new server hardware and applications. Monitor and apply any updates. Ensure network security, connectivity and performance.
- Applications: Support business and back office application and databases. Support third party applications.
- Security: Monitor network interfaces for intrusion detection. Monitor network switches, firewalls and servers for events of errors, problems and/or security issues. Maintain network virus, malware and spam software solutions. Define and maintain network policies.
- Technical Support: Maintain user accounts and permissions. Troubleshoot hardware and software issues via telephone or onsite visits.
- Disaster Recovery: Maintain Washington County's disaster recovery plan with monthly updates and random tests on all systems. Maintain and implement a regular schedule of backups for all servers and databases. Test recovery steps from backups.
- Website Management: Ensure all Washington County's web pages are up-to-date and functional. Provide in-house development, enhancements and troubleshooting for website.

- Budget and Management**:** Research and make recommendations for network improvements and administration. Provide financial requirements by submitting information for budgeting. Monitor expenses and annual maintenance contracts.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.
- Perform other Duties as Required

Job Requirements Needed:

- Technical zeal and understanding of network fundamentals.
- Advanced knowledge of computer hardware and LAN/WAN network operations and administration (including disaster recovery).
- Network design and implementation skills.
- Intermediate knowledge of website administration using content management software.
- Demonstrated ability to maintain information strictly confidential.
- Strong problem-solving skills.
- Ability to work with a team or as an individual. Demonstrated ability to work well with users and the public in an effective and productive manner.
- Ability to manage and supervise vendors and projects. Proven ability to keep track of multiple tasks and projects at once.
- Ability to work effectively and accurately under pressure and to work in continually changing environments.
- Interacts with managers, project leaders and functional heads to discuss specific business needs and requirements. Uses reasoning skills to create customized solutions.
- After hours support may be needed.
- Education equivalent to graduation from a two (2) year college with a degree in computer technology focusing on network engineering or design. Minimum of three (3) years' experience in desktop systems and network administration is required; two (2) years' experience with web page development and maintenance preferred. Relevant Microsoft certifications are preferred.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Public Safety Building and other County offices as needed. 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, radio or switchboard; 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.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Information Systems Application Specialist **Department:** Information Systems **Supervised by:** Director of Information Systems **Revised Date:** October 6, 2011

Title: Information Systems Application Specialist

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Provides support for the County's business software applications and business hardware server. Support includes installing, maintaining, updating and creating business software technology to meet the needs of the county; providing training, instruction, problem resolution and advice to users; Hardware upgrades, data backup and general peripheral support. Position requires general Information Systems support as needed.

Essential Duties:

- Business Software: Assist with installation, testing, maintenance and upgrades to business software.
- Problem Solving: Use problem solving skills to fix immediate hardware/software problems as well as to define long-term problem solutions. Coordinate with Information Systems Director on a daily basis to provide maximum computer support coverage to the County.
- Help Desk: Provide daily help desk support for all users. Diagnose and document hardware and software problems via telephone and on-site visits. Includes managing the problem resolution from start to finish.
- Research Analysis: Research and produce written analysis for new hardware/software purchases for best price, best fit for application, best vendor, etc. for all agencies and departments that use Information Technology services. Assist with vendor negotiations if requested by other agencies or departments.
- Document Support**:** Compose technical and non-technical materials for the purpose of documenting processes and activities. (e.g. Reports, Memos, Procedures, etc.)
- Business Intelligence: Using Business Intelligence software and query to design reports and views for the purpose of providing personnel with information customized to their specific needs.

- GIS: Provide GIS support and integration.
- Recovery Procedures: Develop and implement backup and recovery procedures. Develop and maintain contingency plans for business system's hardware and software.
- Education**:** Provide training to users and staff for the purpose of ensuring proper and efficient usage of County's software and hardware resources.
- Project Management: Provide total project management for computer forms design and implementation with the IBM I5 EZPrint Software. These forms include direct deposits, payroll checks, social service checks, accounts payable checks, surveys, personal property tax forms, real estate land use applications and custom forms requested by agencies and departments.
- Security Officer: Serve as second security officer for Washington County business applications. Setup user accounts and handle security issues.
- Manuals: Update County computer documentation manuals under the direction of the Information Systems Director.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.
- Perform other Duties as Required

Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Extensive knowledge of County's Business Software, Operating System and Business Server Hardware.
- Strong trouble-shooting and problem solving skills.
- Ability to manage and supervise vendors and projects. Proven ability to keep track of multiple tasks and projects at once.
- Ability to work effectively and accurately under pressure and to work in continually changing environments.
- Demonstrated ability to work with computer users in an effective and productive manner.
- Interacts with managers, project leaders and functional heads to discuss specific business needs and requirements. Uses reasoning skills to come up with customized solutions.
- Skills and knowledge testing may be required and could consist of oral, written or computer use applications and computer operating systems and network architecture to determine level of knowledge and understanding of hardware and software systems in current use.
- Education equivalent to graduation from a 2 year college with an associate degree in system administration or computer technology. Minimum of 3 year experience and technical training on government business software applications and servers. Experience with BAI Municipal Software or equivalent municipal software and IBM I5 Hardware preferred.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Public Safety Building and other County offices as needed. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Information Systems Technician I **Department:** Information Systems **Supervised by:** Director of Information Systems **Revised Date:** July 1, 2011

Title: Information Systems Technician I

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Specializes in desktop applications and system configurations; assists in the day-to-day operations of County Department of Information Systems (IS); and assists in basic hardware/software setups and problem resolution.

Essential Duties:

- Web Site Management: Ensures all County web pages are kept up-to-date and functional. Assists County Department and Agencies with desktop web page content and maintenance.
- GPS Information: Downloads global positioning system (GPS) information collected by the Department of Building and Development Services, correct GPS readings with base station data and complete 911 addressing. Performs fieldwork with GPS equipment to obtain mapping information. Complete mapping field checks when needed**.**
- Deeds, Plats, Wills & Legal Proceedings: Performs research of deeds, plats, wills and legal proceedings when needed. Scan subdivision plats and other materials as authorized by the IS Director or IS Specialist.
- E-911 Updates: Downloads and updates telecommunication services providers' E-911 additions, changes and deletes.
- IS & GIS Requests: Assists with walk-in or on-demand IS and GIS requests. Control and oversee GIS supplies inventory.
- Network Support: Coordinate regular and systematic update plan for all desktop software and hardware. Maintain Mobile hardware and software to include Public Safety and Law Enforcement use. Setup all new computers, printers, displays and software. Move computer and related hardware to new locations as requested. Regularly work with software installed on County personal computers to maintain software proficiency and provide software support.

adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.

- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Considerable knowledge of personal computer hardware and Microsoft Windows based software
- Intermediate to advanced knowledge of local area network operations and administration including disaster recovery.
- Intermediate knowledge of web page programming and maintenance. Programming languages of C, C++, Java, HTML or PHP considered a measurable plus.
- Demonstrated ability to work with computer users in an effective and productive manner.
- Skills and knowledge testing may be required and could consist of oral, written or computer use applications to determine level of knowledge and understanding of hardware and software systems in current use, including web page technology.
- Education equivalent to graduation from a 2 year college with a degree in computer technology. Minimum of 1 year experience in desktop systems and network administration is required; 1 year experience in web page development and maintenance preferred. Relevant Microsoft certifications are preferred.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Safety Building and other County offices as needed. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Assistant Systems Administrator
Department: Information Systems
Supervised by: Director of Information Systems
Revised Date: June 25, 2019

Title: Assistant Systems Administrator

Department/Division: Information Systems Department/County Administration

Nature of Work:

- Technical position which is tasked with directly supporting the efforts of the Information Systems Department and Washington County's Systems Administrator regarding the day-to-day operation of the County's computer systems and networks, such as LANs, WANs and intranets.

Essential Duties:

- Systems Administrator's Assistance: Assist with the duties and support of the County's Systems Administrator. Direction and guidance for this position's duties will come from the County's Director of Information Systems and the Systems Administrator.
- Network Infrastructure: Fully support, configure, maintain and upgrade County's networks and servers. Install and integrate new server hardware and applications. Monitor and apply any updates. Ensure network security, connectivity and performance.
- Applications**:** Support business and back office application and databases. Support third party applications.
- Security: Monitor network interfaces for intrusion detection. Monitor network switches, firewalls and servers for events of errors, problems and/or security issues. Maintain network virus, malware and spam software solutions. Define and maintain network policies.
- Technical Support: Maintain user accounts and permissions. Troubleshoot hardware and software issues via telephone or onsite visits.
- Disaster Recovery: Maintain County's disaster recovery plan with monthly updates and random tests on all systems. Maintain and implement a regular schedule of backups for all servers and databases. Test recovery steps from backups.
- Website Management**:** Ensure all County web pages are up-to-date and functional. Provide in-house development, enhancements and troubleshooting for website.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Information Systems Department.
- Perform other Duties as Required

Job Requirements Needed:

- Technical zeal and basic understanding of network fundamentals.
- Basic knowledge of computer hardware and LAN/WAN network operations.
- Intermediate knowledge of website administration using content management software.
- Quickly adapt to existing infrastructure and protocols.
- Ability to maintain information strictly confidential.
- Ability to work with a team or as an individual. Ability to work well with users and the public in an effective and productive manner.
- Ability to train end users.
- Problems-solving skills.
- Ability to multi-task and to work in continually changing environments.
- After hours support as needed.
- Education equivalent to graduation from a two (2) year college with a degree in computer technology focusing on network engineering/design or previous job experience related to network essentials as defined in this job description. Experience with web page development, maintenance, Active Directory environment and relevant Microsoft certifications are preferred.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Public Safety Building and other County offices as needed. 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, radio or switchboard; 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.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Recreation Director **Department:** Recreation Department **Supervised by:** County Administrator **Revised Date:** July 12, 2016

Title: Recreation Director

Department/Division: Recreation Department/County Administration

Nature of Work:

- Develops, plans, operates and administers comprehensive recreation programs, recreation areas and facilities, playgrounds and specialized areas and structures. Serves as Department Director of the County Department of Recreation.

Essential Duties:

- Recreation Programs: Develops and administers broad programs for recreation activities of all age groups and interests, taking into consideration the resources and needs of the area.
- Long Term Plans & Maintenance: Determines the present and future needs for the recreation areas, facilities and programs. Prepares long term plans to meet the needs, including the budgetary requirements. Directs the acquisition, planning, construction, improvements and maintenance of all areas and facilities that are the responsibility of the department.
- Volunteers: Establishes and develops programs for the use of volunteers in the recreational program.
- Philosophy & Objectives**:** Interpret to the public, the philosophy and objectives of the Recreation Department. Counsel with community groups and individuals to determine program needs, area facility requirements and improvements. Interpret scope and purpose of present operations, determining deficiencies in areas in which expansion, improvements and cutbacks are needed.
- Janitorial Services: Oversees the repair, maintenance and janitorial services of the recreation facilities. Confer with other organizations and groups to provide and receive information concerning developments in the recreation field.
- Administrative Duties: Performs administrative duties required for the operation of the department, including managerial oversight of department personnel, reporting, interpreting and publicizing work of the department. Prepare departmental budget preparation and administration.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Recreation Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Extensive knowledge of modern philosophy, practices and principles relating to the parks, recreation and leisure fields.
- Ability to guide and motivate a work force that includes volunteers.
- Graduation from an accredited college or university with a major course of study and training in parks and recreation, leisure services or a related field. A minimum of 3 years of progressively responsible experience, with demonstrated ability to carry out administrative duties. Master's Degree with a specialization in parks and recreation, leisure services or related field may be substituted for up to 2 years of the experience requirement.

Job Location and Conditions:

- Work is performed primarily traveling to various locations in the County and also 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, radio or switchboard; 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 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Recreation Programs Specialist **Department:** Recreation Department **Supervised by:** Director of Recreation **Revised Date:** July 1, 2011

Title: Recreation Programs Specialist

Department/Division: Recreation Department/County Administration

Nature of Work:

- Assists in the development, implementation and supervision of recreational programs conducted or sponsored by the County Department of Recreation.

Essential Duties:

- Recreation Programs: Plans, organizes and supervises recreational program activities for all segments, groups and ages of the County.
- After School Programs: Assists in the development and supervision of non-athletic after-school recreation programs.
- Summer Camp: Organizes Summer Day Camp activities and staffing.
- Youth Athletic Programs**:** Schedules practices, games and officials for selected youth athletic programs.
- Promotional Materials: Prepares promotional materials such as brochures, ads, etc. for departmental activities.
- Staffing: Participates in interviews and hiring of seasonal and temporary staff.
- Supplies: Recommends requests for program related supplies and materials.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Recreation Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of recreational programming, both athletic and non-athletic based.
- Work schedule may vary depending on need. Work on nights, weekends and holidays will be required.

- Education and experience equivalent to a 4 year degree from an accredited college with a major in recreation/leisure services or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities needed to perform the job.

Job Location and Conditions:

- Work is performed primarily traveling to various locations in the County and also 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, radio or switchboard; 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 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Solid Waste Director **Department:** Solid Waste Department **Supervised by:** Deputy County Administrator/Operations & Personnel **Revised Date:** July 1, 2011

Title: Solid Waste Director

Department/Division: Solid Waste Department/County Administration

Nature of Work:

- Oversees and directs the operation of the County's solid waste disposal operations, facilities and equipment as Department Director of the County Department of Solid Waste, including the County solid waste recycling program. Assures that sanitation standards are met in conformance with federal and state regulations.

Essential Duties:

- Disposal Operations: Manages the day-to-day activities of the County's solid waste disposal operations and facilities. Assures compliance with local, state and federal codes and regulations governing the collection and transfer of solid waste.
- Supervises Employees: Supervises the work of all department employees to include scheduling, assigning and evaluating their work.
- Maintenance & Repairs: Schedules routine maintenance and repairs on departmental equipment, buildings, grounds and the County's closed landfill.
- Recyclable Materials: Seek markets for recyclable materials. Negotiate, acquire and supervise vendor contracts to purchase recyclable items from the County. Keep abreast of local and regional markets for sale of recyclable items. Seek new businesses and encourage existing businesses to manufacture and sell products made from recycled materials.
- Recycling Programs: Oversee implementation of County residential, commercial and institutional recycling programs. Work with regional planning commission in developing programs. Work with local governments in developing, upgrading or revising programs.
- Recycling Bins: Monitor recycling bins at convenience stations and mobile locations. Ensure provision and availability of recycling stations and convenience stations.
- Public Relations: Oversee public relations campaign aimed at increasing awareness of and participation in recycling efforts. Oversee public relations

campaign aimed at reduction and eventual elimination of illegal dumping and littering.

- Public Inquiries: Respond to inquiries from the public, County officials, state and federal officials in a timely, courteous and professional manner.
- Reporting: Prepares reports in support of the County's solid waste disposal operations to include financial, administrative and management.
- Heavy Equipment: Operates heavy equipment and vehicles on an as-needed basis.
- Administrative Duties: Performs administrative duties required for the operation of the department, including managerial oversight of department personnel, purchasing, receiving deposit tipping fees, maintaining accurate records and inventories. Prepare departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Thorough knowledge of the techniques of solid waste disposal, sanitary landfill and transfer station operations.
- Thorough knowledge of motor equipment maintenance requirements and ability to supervise employees in the operation of heavy equipment.
- Virginia Waste Management Facility Operator Certification Class I is required or to be obtained within six months of employment.
- Education equivalent to graduation from an accredited college with a major course of study and training in civil engineering, environmental engineering or related field preferred. A minimum of 3 years of experience in solid waste management and program administration. Responsible experience in solid waste management may be substituted for educational requirements.

Job Location and Conditions:

- Work is performed primarily traveling to various locations in the County and also in an office setting at the Transfer Station. 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, radio or switchboard; 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 50 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license and a Virginia commercial driver's license is preferred.
- Will have periodic driving record checks done.

Job Status: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Specialist **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** July 1, 2011

Title: Specialist

Department/Division: Solid Waste/County Administration

Nature of Work:

- Assists with the management and operation of the County's Solid Waste disposal operations and facilities. Work is performed with moderate latitude for the exercise of independent judgment and leadership skills.

Essential Duties:

- Operates Heavy & Light Equipment and Vehicles: Operates vehicles and equipment to support the solid waste disposal operation such as front-end loaders; dump trucks; small tractor-movers; chippers; leaf loaders; sprinkler trucks; snow plows and other tools and equipment as needed.
- Supervises Waste Department Personnel**.** Prepares and approves daily work schedules, reviews work and provides occasional training to employees**.**
- Collects & Transports Solid Waste: Drives various vehicles to transport solid waste from designated collection sites and County Convenience Stations. Transports solid waste to County Solid Waste Transfer Station as directed.
- Maintains & Cleans Departmental Trucks: Takes personal responsibility to see that the department trucks are washed, cleaned, greased and fueled as assigned.
- Inspects Convenience Stations: Inspects the convenience stations for operating status and the maintenance of the stations overall appearance and cleanliness.
- Routine Maintenance & Repair: Performs routine maintenance and repair on vehicles and light equipment.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Supply Orders: Orders supplies, materials and parts as needed for the Department of Solid Waste.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- 3 years training and/or experience in the operation of large motor vehicles and light equipment.
- Education and experience equivalent to graduation from high school.
- Must possess a valid commercial driver's license and Virginia Waste Management Facility Operator Certification Class I license (or obtain within 6 months of employment).
- Thorough knowledge of rules and regulations governing solid waste disposal.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. May be required to report to work after or before regular business hours and during emergency conditions.
- General knowledge of safety rules and regulations governing the operation of motor vehicles on public highways.
- 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 and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid commercial driver's license with at least (3) years experience in the operation of large transport motor vehicles.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Technician **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** July 1, 2011

Title: Technician

Department/Division: Solid Waste/County Administration

Nature of Work:

- Responsibilities include operation of computerized weight scale equipment, word-processing and spreadsheet applications. Performs a wide range of clerical and routine administrative work for the County Department of Solid Waste in addition to the dispatching of the trucks.

Essential Duties:

- Operation of Weightmaster Software: Handles weighing of trucks, new customer accounts, ticket filing and printing, daily reports and troubleshooting for the Weightmaster software program.
- Dispatch of Trucks: Schedules solid waste trucks to County Convenience Stations as needed, including pick-ups and monitoring of truck times to and from the sites.
- General Clerical Work**:** Provides general clerical work, including preparation of requisitions, obtaining purchase orders, develops and maintain various spreadsheets. Maintains a clean and orderly office environment.
- Receptionist: Acts as receptionist for the Solid Waste Transfer Station.
- Cash Handling: Handles the accounting and balancing of cash receipts.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Perform other Duties as Required.

Job Requirements Needed:

- Education equivalent to graduation from a 2 year college with emphasis in computer science, office management or related areas is preferred or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Considerable knowledge of office equipment, practices and procedures.
- General knowledge of data processing and database including: Microsoft Word; Excel; Power Point and Outlook.

Job Location and Conditions:

- Work is performed primarily in an office setting but occasionally will work in the outdoors. 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, 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 up to 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **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: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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.

- Maintains Departmental Offices & Facilities: Cleans and assists in minor repairs to department facilities as needed.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- General knowledge of the operations for large and small equipment and vehicles.
- General knowledge of computer equipment.
- Education and experience equivalent to graduation from high school.
- Must be capable of performing work requiring moderate physical effort.
- General knowledge of safety prevention techniques and practices.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. 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 and manipulate computer keyboard and mouse.
- **Finger Dexterity:** Must have ability to use telephone; calculator and manipulate computer keyboard and mouse.

Physical Demands:

- **Strength:** Ability to lift 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Operator/Driver **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** July 1, 2011

Title: Operator/Driver

Department/Division: Solid Waste/County Administration

Nature of Work:

- Assists with the operation of the County Solid Waste Transfer Station and related facilities. Operates heavy trucks and the appropriate equipment necessary for solid waste disposal operations and transport. Work is performed both indoors and outdoors and may involve moderate physical effort.

Essential Duties:

- Operates Heavy & Light Equipment and Vehicles: Operates vehicles and equipment to support the solid waste disposal operation such as front-end loaders; dump trucks; small tractor-movers; chippers; leaf loaders; sprinkler trucks; snow plows and other tools and equipment as needed.
- Collects & Transports Solid Waste: Drives various vehicles to transport solid waste from designated collection sites and County Convenience Stations. Transports solid waste to County Solid Waste Transfer Station as directed.
- Maintains & Cleans Departmental Trucks: Takes personal responsibility to see that the department trucks are washed, cleaned, greased and fueled as assigned.
- Assists with Grounds-Keeping: Assists with grounds-keeping on property assigned to the Department of Solid Waste to include mowing; trash deposit; operating small equipment and other assorted tools associated with grounds work.
- Transfer Station Verification & Reports: Weights trucks using computerized system to verify and establish accounts for weight station customers. Collects money, disburses receipts and runs reports at the end of the day.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Operates County Convenience Stations: Operates County Convenience Stations as assigned.

- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid commercial driver's license with at least (3) years experience in the operation of large transport motor vehicles.
- Will have periodic driving record checks done.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Convenience Station Attendant **Department:** Solid Waste **Supervised by:** Director of Solid Waste **Revised Date:** August 17, 2016

Title: Convenience Station Attendant

Department/Division: Solid Waste/County Administration

Nature of Work:

- Directs operations of County solid waste convenience stations by providing assistance and security for the County solid waste disposal and recycling collection stations and sites.

Essential Duties:

- Monitors All Operations of Convenience Station: Monitors the operation and access of facility to approved users; charging, collecting and providing receipts for services received.
- Collection of Solid Waste & Recyclables: Accepts and monitors collection of solid waste and recyclables and screens for hazardous materials.
- Compact Solid Waste: Compact solid waste and assists with transfer of waste and recyclables.
- Assists with Grounds-Keeping: Assists with grounds-keeping on property assigned to the Department of Solid Waste to include mowing; trash deposit; operating small equipment and other assorted tools associated with grounds work.
- Proper Disposal of Waste: Assists approved users in the proper disposal of waste and recyclables, subject to department rules.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Solid Waste Department.
- Maintains Departmental Offices & Facilities: Cleans and assists in minor repairs to department facilities as needed.
- Perform other Duties as Required.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with staff and public.
- Education and experience equivalent to graduation from high school.
- Must be capable of performing work requiring moderate physical effort.
- Able to assist with loading wood onto a conveyer belt that feeds a grinder using the assistance of a front end loader with a grapple bucket at the County landfill.

Job Location and Conditions:

- Work is performed both in the outdoors and indoors at various locations. 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, supervisors and or with other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials, public, 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 and Finger Dexterity:** Must have ability to use telephone.

Physical Demands:

- **Strength:** Ability to lift up to 50 pounds, minimum 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files and operate vehicles.
- **Seeing:** Must have ability to focus and have peripheral vision.

Driving:

- Must have a valid driver's license.
- Will have periodic driving record checks done.

This is a **Safety-Sensitive** position.

Job Status: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Code Compliance / Assistant Zoning Official **Department:** Zoning Administration Department **Supervised by:** Zoning & Subdivision Official **Revised Date:** August 17, 2016

Title: Code Compliance/Assistant Zoning Official

Department/Division: Zoning Administration Department/County Administration

Nature of Work:

- Performs technical work enforcing various environmental codes, providing technical assistance to citizens, inspecting properties, assisting with preparing cases for court, maintaining paper and electronic records and files, preparing reports, and related work as apparent or assigned.
- Assists in the administration of the County zoning and subdivision ordinances on a day-to-day basis. At the request of the Zoning & Subdivision Official provides technical assistance to the public, County Planning Commission and Board of Supervisors with respect to zoning and subdivision issues. Also, at the request of the Zoning & Subdivision Official, investigates zoning and subdivision ordinance violations, in coordination with the County Attorney.
- Work involves fulfilling zoning official duties as assigned by the Zoning & Subdivision Official.

Essential Duties:

- Code Compliance Officer: Inspects properties for suspected Zoning and other County code violations reported by others or observed. Researches appropriate ordinances to determine if a violation exists; interprets and advises the public on applicable regulations and ordinances. Advises property owner and/or resident of violations and determines deadlines for correction of violations. Meets with property owners, tenants and/or complainants to advise and assist them in working within the County's regulations. Explains and interprets County code provisions and regulations to contractors, violators, property owners and citizens. Prepares and maintains paper and electronic files, records, and reports, related to code violations.
- Applications Review: Assists with reviewing applications for and issuing various types of zoning and building permits required for the preparation, construction, renovation, and remodeling of sites, buildings and structures in the County. Examines sketches, site plans, plats, deeds, and other supporting

documents required for such permits for adequacy and compliance as required by Virginia law, County ordinances and administrative policies.

- Compliance Inspections: At the request of the Zoning & Subdivision Official, investigates and performs zoning and subdivision compliance inspections and in coordination with the County Attorney takes appropriate action where violations occur consistent with administrative policies or directives of the Board of Supervisors.
- Public Hearings: Assists the Zoning and Subdivision Official in coordinating public hearings on zoning and subdivision matters before the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors pursuant to Virginia law, County ordinances and administrative policies. Upon request, acts as staff assistant to the County Planning Commission and County Board of Zoning Appeals with respect to the meetings and activities of those bodies.
- Technical Advisor**:** Assists the Zoning and Subdivision Official in serving as the County's first point of contact and technical advisor to the public regarding zoning and subdivision compliance issues.
- Minutes & Records: Assists the Zoning and Subdivision Official to maintain the official minutes and records of the County Planning Commission and the County Board of Zoning Appeals as authorized and records and files of the Department of Zoning Administration.
- Agenda Materials: Assists the Zoning and Subdivision Official in preparing and distributing all meeting agenda materials for the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors relative to zoning and subdivision matters.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Zoning Administration Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Knowledge of state codes; county ordinances; zoning and subdivision code construction, interpretation and enforcement.
- Practical knowledge of sound land-use planning principles.
- Ability to plan, organize and direct programmatic functions involved with zoning, state, and subdivision codes.
- Education and experience equivalent to graduation from an accredited college or university with a major course of study and training in community, urban and/or regional planning, real estate development, economics, geography, public administration or code enforcement preferred. Minimum of 3 years of responsible experience in zoning/subdivision ordinance compliance and enforcement.

Responsible experience may be substituted for preferred educational requirements.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office and traveling in the County as needed. 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 and 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.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Zoning & Subdivision Official **Department:** Zoning Administration Department **Supervised by:** County Administrator **Revised Date:** July 12, 2016

Title: Zoning & Subdivision Official

Department/Division: Zoning Administration Department/County Administration

Nature of Work:

- Administers the County zoning and subdivision ordinances on a day-to-day basis. Serves as Department Director of the County Department of Zoning Administration. Provides technical assistance to the public, County Planning Commission, Board of Supervisors and County Board of Zoning Appeals with respect to zoning and subdivision issues. Investigates zoning and subdivision ordinance violations, in coordination with the County Attorney. May issue various permits for the County Department of Building and Development Services, as authorized by the County Building Official.

Essential Duties:

- Applications Review: Reviews applications for and issues various types of zoning and building permits required for the preparation, construction, renovation, and remodeling of sites, buildings and structures in the County. Examines sketches, site plans, plats, deeds, and other supporting documents required for such permits for adequacy and compliance as required by Virginia law, County ordinances and administrative policies. May serve as County zoning and/or subdivision code administrator pursuant to Virginia law, as authorized by the Board of Supervisors.
- Compliance Inspections: Investigates and performs zoning and subdivision compliance inspections and in coordination with the County Attorney and County zoning and subdivision administrator, takes appropriate action where violations occur consistent with administrative policies or directives of the Board of Supervisors.
- Public Hearings: Coordinates public hearings on zoning and subdivision matters before the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors pursuant to Virginia law, County ordinances and administrative policies. Acts as staff assistant to the County Planning Commission and County Board of Zoning Appeals with respect to the meetings and activities of those bodies.

- Technical Advisor**:** Serves as the County's first point of contact and technical advisor to the public regarding zoning and subdivision compliance issues.
- Minutes & Records: Maintains the official minutes and records of the County Planning Commission and the County Board of Zoning Appeals as authorized and records and files of the Department of Zoning Administration.
- Agenda Materials: Prepares and distributes all meeting agenda materials for the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors relative to zoning and subdivision matters.
- Administrative Duties: Performs administrative duties required for the operation of the department, including managerial oversight of department personnel and departmental budget preparation and administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Zoning Administration Department.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected and appointed officials, staff and public.
- Thorough knowledge of zoning and subdivision code construction, interpretation and enforcement.
- Practical knowledge of sound land-use planning principles.
- Ability to plan, organize and direct programmatic functions involved with zoning and subdivision codes.
- Education and experience equivalent to graduation from an accredited college or university with a major course of study and training in community, urban and/or regional planning, real estate development, economics, geography or public administration preferred. Minimum of 3 years of responsible experience in zoning/subdivision ordinance compliance and enforcement. Responsible experience may be substituted for preferred educational requirements.

Job Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Office and traveling in the County as needed. 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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Supervisors reserves the right to fill vacancies in positions by hiring persons appearing the best suited for such positions, regardless of their qualifications.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: County Administrator **Department:** Office of County Administrator **Supervised by:** Board Of Supervisors **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

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Executive Assistant/Public Information Officer **Department:** Office of County Administrator **Supervised by:** County Administrator **Revised Date:** August 17, 2016

Title: Executive Assistant/Public Information Officer

Department/Division: Office of County Administrator/County Administration

Nature of Work:

- Provides secretarial and clerical support and public relations services to the Office of County Administrator. Requires interpretations and explanations of established policies governing County operations and programs and handling sensitive and confidential matters. Serves as Recording Clerk to the Board of Supervisors and County Records Management Coordinator pursuant to the Virginia Public Records Act. Serves as the County's Administrative Division Public Information Officer. Uses advanced communication and interpersonal skills and must be able to assist the public, elected officials and County employees with accuracy and professional poise.

Essential Duties:

- Secretarial: Serves as secretary to the County Administrator. Provides assistance to the County Attorney as needed and minor clerical assistance to others as directed by the County Administrator.
- Board of Supervisors Correspondence: Prepares correspondence independently or on the basis of brief notes, including correspondence for members of the Board of Supervisors in the exercise of their office.
- Recording Clerk: Regularly records Minutes of the Board of Supervisors and other official meetings as needed in the manner prescribed and at the direction of the County Administrator. Edits and revises Minutes after preliminary review by the County Administrator and/or County Attorney and as officially amended by the Board of Supervisors. Provides verbatim transcripts of Minutes of the Board of Supervisors at the direction of the County Administrator. May certify Minutes taken in the capacity of Recording Clerk where appropriate. Files official Minutes with the Clerk of Circuit Court.
- Official Agendas: Complies and organizes information and materials and prepares Agendas for all official meetings of the Board of Supervisors. Assemble other materials and documents for the Board of Supervisors.

- Report & Document Review: Prepares or reviews for acceptability routine reports, documents, memos, financial data and other material, including sensitive or confidential information as authorized, relating to County operations. Reviews for acceptability information prepared for public release subject to approval of the County Administrator.
- Records Management Coordinator: Performs tasks associated with County records management as Records Management Coordinator pursuant to the Virginia Public Records Act.
- Administrative Duties: Perform Administrative duties and other tasks for the Board of Supervisors and the County Administrator as required for the operation of the County Administrator's Office. Supervises specific tasks and work assignments of the Administrative Assistant/Receptionist in coordination with the Economic Development and Community Relations Director.
- Public Information Officer: Acts as an official spokesperson and primary point of contact for the Office of County Administrator. Has oversight of the County's use of social media websites and is responsible for social media campaigns that are initiated on behalf of the County. Serves as the primary point of contact for Virginia Freedom of Information Act records requests and has responsibility for processing such requests in coordination with and direction by the County Administrator. Serves as the liaison between Washington County residents, the media, the general public, and county administrative division departments in regard to requests for disclosure of public records.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the County Administrator's Office.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected officials, staff and public.
- Thorough knowledge of business English, spelling, punctuation, current office equipment, practices and procedures, including quick adaptability to computer hardware and software changes. Considerable general knowledge of County operations and organizations is required.
- Ability to keep and maintain complex records (both paper and electronic) and prepare standardized reports.
- Skill in typing and word processing with great speed and accuracy strongly preferred. Good listening skills and proficiency in shorthand or speedwriting strongly preferred.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to graduation from an accredited college or university with an associate degree in secretarial science or business administration, preferably

augmented by courses in personnel management. At least 5 years of responsible secretarial experience, preferably at the executive level. Graduation from high school may be substituted for the associate degree if supplemented with significant and appropriate work of an equivalent basis.

Job Location and Conditions:

- Work is performed in the office setting at the Washington County Government Center 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 and 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 and accurate calculations aided by a calculator.
- **Manual and 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.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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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.

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: County Attorney **Department:** Office of County Attorney **Supervised by:** Board Of Supervisors **Revised Date:** July 1, 2011

Title: County Attorney

Department/Division: Office of County Attorney/County Administration

Nature of Work:

- Provides legal advice and services to the Board of Supervisors and the County Administrator; supervises work of retained legal counsel and of staff attorney(s), if any; and supervises work of Legal Assistant. Responsible for all County Attorney Office activities and functions, including representing the Board of Supervisors and County Administrator in civil, governmental and any criminal actions in both defense and plaintiff positions, in litigation and advisory capacity. Confines legal advice and services to legal aspects, as opposed to administrative advice, which is the responsibility of the County Administrator. The County Attorney serves as legal advisor; serves at the pleasure of the Board of Supervisors, and acts at direction of the Board of Supervisors, and the County Administrator on a day-to-day basis.

Essential Duties:

- County Government Representative: Represent the County central government, its departments and any other assigned sub-units or appointed agencies of the Board of Supervisors, such as Planning Commission and Board of Zoning Appeals. Provide these departments and agencies with legal advice and services. (If a conflict of interest arises, the County Attorney will withdraw in favor of the Board of Supervisors). As work load allows and upon request, provides legal counsel and/or litigation representation to the constitutional officers when such activity does not conflict with the interests of the Board of Supervisors or County Administrative offices.
- Civil & Criminal Actions: Initiate and respond to civil and criminal actions on behalf of the County, with primary emphasis on civil and constitutional law.
- Legal Advice: Provide legal advice on matters of civil, criminal, constitutional and administrative law. Work closely with the County Administrator to provide legal advice in short and long range planning in order to help determine desirable alternative courses of action to provide more efficient and effective services to the Board of Supervisors and the public.

- Legal Review: Provide legal review and advice on matters pertaining to state and local legislation, contract preparation and review, real estate transactions, economic development activities, and other matters as necessitated by County activities. Oversee the review of all contracts before execution of contractual documents and agreements.
- Personnel Policies & Practices: Manage and review all basic personnel functions of the County to ensure that local personnel policies and practices are in compliance with federal and state regulations and guidelines.
- Litigation: Defend the Board of Supervisors and County Administrator in any actions or litigation brought against them and prepare and file lawsuits as necessary to enforce local regulations or otherwise to represent the interests of the County.
- Delinquent Tax Collector: Coordinate services with the County Treasurer for collection of delinquent taxes by retained legal counsel and/or, taking appropriate action as necessary to collect delinquent taxes, such as sending out notices and initiating litigation, making court appearances on behalf of the County, etc.
- Ordinances & Documents: Research and draft ordinances and other legal documents, as necessary or requested, in a timely manner.
- County Liaison: Develop and maintain a positive and effective liaison with other governmental officials and the public pertaining to legal matters.
- Legal Counseling: Ensure, through legal counseling, that statutory requirements and contractual deadlines are met to avoid litigation, comply with contractual obligations, avoid claims against the County, and to comply with various funding requirements.
- Board & Staff Meetings: Attend all meetings of the Board of Supervisors, staff meetings of the County Administrator, and other meetings as required.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the County Attorney's Office.
- Perform other Duties as Directed by the Board of Supervisors or County Administrator.

Skills and Knowledge Needed:

- Professional knowledge of civil, criminal, constitutional, administrative, contractual, real estate, tax and civil rights laws.
- Considerable knowledge of modern legal practices relating to governmental law and its application to County governments in Virginia; and extensive knowledge of the philosophy and principles of courtroom protocol, conduct and techniques.
- Exceptional oral and written communications skills; providing brief, concise and definitive legal opinions in a timely manner.
- Confidentiality; good and mature judgment. Knowledge and ability in the principles of psychology and sociology to facilitate the effective outcome of the

purpose of legal counsel in a public environment, providing a positive image of the County government.

- Ability to independently conduct legal research, formulate effective legal strategies, respond to and follow up on requests from the Board of Supervisors and County Administrator in a prompt and timely manner.
- Outstanding ability to maintain a harmonious working relationship with the Board of Supervisors, County Administrator, other employees and the public.
- Agreement to reside within the County, or within one hour's drive of the County seat at the option of the Board of Supervisors.
- Agreement to work exclusively for the County, with no formal private practice.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Juris Doctorate degree, with admission to the Virginia State Bar. Appropriate legal authorization to practice law in the Virginia State Court system and the capacity to obtain certification to appear in Federal District and Appeals courts, if necessary. Administrative, advisory and governmental or business legal practice experience; demonstrated knowledge of proficient legal practices and the Code of Virginia as pertaining to County government in Virginia. Ability to plan, organize and present legal positions in a timely manner. Requires exceptionally good and mature judgment and common sense.
- 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.
- **Technology:** Must have ability to use current electronic technology for legal research, document preparation, and communications purposes.
- **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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Assistant County Attorney, Part-time
Department: Office of County Attorney
Supervised by: County Attorney
Revised Date: July 1, 2011

Title: Assistant County Attorney, Part-time

Department/Division: Office of County Attorney

Nature of Work:

- Under direction of the County Attorney, provides legal advice to and representation of Board of Supervisors and County Administrative Offices. In addition, may provide legal assistance to Constitutional Officers and other agencies of County government.

Essential Duties:

- Provide accurate, timely, and responsive legal services in response to County Attorney assignments.
- Restrict services to legal aspects of governmental operations as opposed to administrative and political aspects of operations, which are managed by the County Administrator and Board of Supervisors, respectively.
- Identify and define legal issues involved in operations of County government.
- Research and analyze legal issues.
- Communicate orally and in writing the results of legal research and analysis.
- Appear in court in civil matters in capacity as plaintiff or defendant and in criminal proceedings for purposes of prosecution of County ordinances.
- Draft legal documents including, without limitation, contracts, resolutions, ordinances, and legal pleadings.
- Represent the Board of Supervisors and County government in administrative and legislative proceedings.
- Assist all departments of County government with matters of legal compliance, negotiations, and drafting of legal instruments.
- Assignments will range from routine to complex in nature.

Skills and Knowledge Needed:

- Excellent legal research and writing skills as well as ability to communicate complex concepts clearly to the general public.
- Demonstrated ability to maintain confidentiality, to work courteously and effectively with staff and public.
- Demonstrated ability to gather, analyze, interpret, and report legal research findings; to prioritize; to organize; and to perform work independently.
- Proficiency with electronic legal research databases and word processing software.
- Preference for attorney with skills related to real estate transactions and economic development.
- Public speaking in variety of settings.

Job Location and Conditions:

- Work is performed primarily 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.
- The attorney will be required to devote approximately 24 hours weekly to performance of duties, with ability to adjust hourly requirements on an as-needed (for both the needs of the County and needs of the Assistant County Attorney) basis upon consultation and approval of County Attorney.

General Aptitudes and Physical Requirements:

- **Reliable On-The-Job Attendance:** Must be present in the County office during routine business hours on a regular basis for approximately 24 hours weekly.
- **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 converse by telephone, in-person, and in public-speaking settings; and to communicate effectively with County officials, general public, and other employees.
- **Technology:** Must have ability to use current electronic technology for legal research, document preparation, and communications purposes.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; and 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 10 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting, Walking and Running:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain. *Running: not considered essential to job function.
- **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: Part-Time/Non-Exempt

Compensation: Depends on Qualifications and Experience.

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Legal Assistant **Department:** Office of County Attorney **Supervised by:** County Attorney **Revised Date:** July 1, 2011

Title: Legal Assistant

Department/Division: Office of County Attorney/County Administration

Nature of Work:

- Provides secretarial/clerical support and public relations services to the Office of the County Attorney of a responsible nature, including the handling of confidential matters involving the work of the County Attorney's Office. Problems encountered are usually routine in nature but may require some professional paralegal knowledge and skills. Must be able to assist the public with accuracy and professional poise, be able to maintain accurate records and to prepare professional quality documents.

Essential Duties:

- Administrative: Perform administrative tasks necessary for the day-to-day operation of the County Attorney's Office, including secretarial, receptionist and clerical responsibilities, purchasing of supplies and materials, etc. Maintain schedule and appointments for the attorney(s), including court appearances. Develop and maintain an organized filing system for correspondence and legal proceedings.
- Enforcement Actions: Track enforcement actions (i.e., keep track of when notice letters are due, when time set within notice letters has run, results of notice letters, assist with preparation of summons and setting court dates, prepare summary reports for attorney(s) listing facts and witnesses).
- County Code: Maintain up-to-date County Code, as directed by the attorney(s). Send adopted ordinances to codification services provider for incorporation into County Code, maintain distribution list for code supplements and distribute supplements.
- Franchise Agreements & Permit Applications: Track cable television franchise agreements to determine up-to-date bond and insurance certificates as well as to notify attorney(s) of need for renewal of franchise agreements. Process various permit applications and renewals as handled and directed by the County Attorney's Office.

- Audit Requests: Forward annual audit requests to agencies, contact agency directors and notify attorney(s) if additional attention is required, prepare response for attorney(s) to review.
- Legislative Change Review: Review annual legislative changes and highlight applicable changes for attorney review.
- Legal Research & Documents: Legal research, including use of electronic legal research database and research of deeds, maps and other records at County courthouse. Assist attorney(s) as needed with correspondence, legal research and drafting documents. Ensure annual completion of Statements of Economic Interests and Disclosure forms by Board of Supervisors, Constitution Officers, County Administrator and others as directed by the County Attorney.
- Advertisement/Postings: Ensure proper advertisement/posting of required County legal notices, including but not limited to, notices about public hearings, special meetings, meeting schedules, etc., maintain official documentation concerning publication of same. Assist the County Administrator and County Attorney with public information services.
- Administration Clerical Services: Provide, as workload permits, minor secretarial and clerical services to the Department of County Administration.
- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the County Attorney's Office.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail and works courteously and effectively with elected officials, staff and public.
- Knowledge of business English, spelling, punctuation, current office equipment, practices and procedures. Skill in composition, setting up and typing accurately and with reasonable speed, a variety of correspondence, pleadings, reports and other materials.
- Ability to keep and maintain complex records (both paper and electronic) and prepare standardized reports in a neat, systematic and updated manner.
- Ability to keep legal information strictly confidential.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education equivalent to a minimum of an Associate Degree from an accredited college with a major field of study and training in legal secretary, legal assistant/paralegal, office management or related fields preferred. 3 years responsible experience in legal assistant work preferred. Graduation from high school, supplemented by related courses may be substituted for the college degree if there is significant experience in the legal field, which may be substituted for college on an equivalent time basis.

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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Director of Human Resources **Department:** Human Resources **Supervised by:** County Administrator & Deputy County Administrator **Revised Date:** November 1, 2012

Title: Director of Human Resources

Department/Division: Human Resources Department/County Administration

Nature of Work:

- Plans, implements and administers the human resources functions for the County.

Essential Duties:

- Advisor to Department Directors: Advises Department Directors/Managers on personnel matters. Consults with legal counsel as appropriate and/or as directed by the County Administrator
- Personnel Policies and Procedures: Ensures all human resources policies, procedures and activities comply with State and federal regulations.
- New Employment Process Monitoring: Monitors the employment process for all Administrative Division County employees by ensuring proper advertisement and website posting of required notices about employment opportunities; maintaining job applications; contacting job candidates to schedule interviews, and notifying successful and unsuccessful applicants/candidates through correspondence. Upon request, may assist with monitoring the new employment process of Constitutional Office employees.
- Orientation of New Employees: Conducts initial orientation for new Administrative Division, Constitutional Offices and General Registrar employees by verifying employment eligibility; conducting necessary background checks; explaining fringe benefits programs; assisting in the completion of required payroll forms and issuing employee photo identification cards.
- Employment Exit Interview Process: Conducts exit interviews with all Administrative Division, Constitutional Offices and General Registrar employees who are retiring or terminating employment. Includes explaining continuation of health insurance rights through COBRA and providing information concerning extended coverage of other fringe benefits.

- Attendance: Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties.
- Employee Records: Maintains all personnel records, job applications and time sheets in accordance with established policies and state and federal law.
- Employee Timesheets: Reviews and maintains employee time sheets for all Administrative Division personnel for accuracy and accountability, including calculation of compensatory time, payment of overtime and the verification of leave balances.
- Compensation Claims, Reports and Surveys: Processes and tracks all Worker's Compensation claims; unemployment claims; FMLA leave; personnel reports and surveys of various state and federal agencies.
- Payroll Changes: Prepares and submits all payroll changes for payroll processing to the Accounting Specialist.
- Employee Service & Anniversary Dates: Maintain employee service award program records, and advises the County Administrator of pending employment anniversary dates.
- Perform other Duties as Required

Job Requirements Needed:

- Demonstrated ability to maintain personnel information strictly confidential and works courteously and effectively with staff and public.
- Considerable knowledge of voluntary and legally mandated benefits.
- Considerable knowledge of applicable local, state and federal employment laws.
- Ability to plan, develop, implement and monitor human resource activities and programs.
- Ability to effectively present information to senior management.
- Excellent interpersonal skills and ability to work in a team environment
- Ability to keep personnel and other records in a neat, systematic and updated manner.
- Ability to prepare and maintain accurate financial records and reports.
- Proficiency with data processing and database including: Microsoft Word; Excel; Power Point and Outlook.
- Education or experience equivalent to a Bachelor's Degree in Human Resources Management or related field supplemented by six to nine years of experience in performing personnel management work including employment, benefits administration, and employee relations.

Job Location and Conditions:

- Work is performed primarily 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

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Eco Position Description:
Job Title: Deputy County Administrator/Economic Development & Community Relations **Department:** Economic Development & Community Relations **Supervised by:** County Administrator **Revised Date:** November 26, 2013

Title: Deputy County Administrator/Economic Development & Community Relations

Department/Division: Economic Development & Community Relations/County Administration

Nature of Work:

- Assists in the administration of the affairs of the County within the framework of County policies, ordinances and state statutes.
- Serve as Director of the Department of Economic Development & Community Relations.
- As authorized by the County Administrator, provide supervision of special County projects and represent the governing body from time to time.
- Responsible for oversight of the County's Economic Development functions including planning and coordinating activities to focus on retaining existing and attracting new industry, business and investments to the County.
- 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.
- Work is performed with a wide degree of latitude for the exercise of independent judgment and action.

Essential Duties:

Economic Development:

- Provide assistance in development of short and long term economic development plans to include gathering information and preparing studies, reports, and recommendations to achieve the goals of the plan. This involves the preparation and maintenance of information on utilities, taxes, zoning, transportation, community services, financing tools, and incentives to be used in response to requests for information for economic development purposes and to coordinate with other departments and agencies as needed.

- Provide professional economic development advice, assist in the application and permitting process, and serve as an advocate for economic development in line with the Comprehensive Plan, zoning ordinances, and goals established by the County.
- Develop and promote the County industrial parks, promoting the sale of lots and orderly development of projects within the parks.
- Maintain a liaison with various local, State and Federal agencies, coordinating projects with agencies as deemed necessary and appropriate.
- Provide information and/or make presentations to supervisors, boards, commissions, civic groups, businesses, individuals, and the general public on economic development issues, programs, services, and plans.
- Maintain a database with the existing inventory of available buildings and development sites within the County. This will include both public and private buildings and land areas.
- Prepare grant proposals, applications, and other necessary documents as may be required for economic development.
- Assist with negotiation and the management of professional service contracts, property sales or acquisition, and economic development oriented negotiations as assigned.
- Work with the Economic Development Committee to formulate and implement marketing and business attraction strategies.
- 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, County Administrator, public and other entities involved with economic development activities of the County.

Community Relations:

- Prepare the County's annual report for public use.
- Serve as a liaison between the community and County Government, striving to make our County as transparent as possible.
- Promote and ensure a high quality of life for all County citizens through community initiatives and by fostering open dialogue within the community and among neighbors, leaders and elected officials.
- Increase awareness and understanding of government activities and policies to corporate and private residents, civic organizations, the media, county officials, employees, and other jurisdictions.

Administrative:

- Prepare and manage an annual budget for the Department of Economic Development and Community Relations.
- Work closely in collaboration with the County Administrator and other County staff.
- Perform other duties as requested by the County Administrator.

Job Requirements Needed:

- Demonstrated ability to maintain information strictly confidential, an attention to detail.
- Thorough knowledge of economic development principles, practices, and techniques; pertinent laws, ordinances, regulations, and other regulatory standards applicable to the work; research methods and techniques, Washington County communities, programs and procedures;
- Thorough knowledge of general principles, practices, and techniques of marketing and public relations.
- Ability to communicate effectively to groups and individuals, engineers, architects, contractors, developers, businesses, supervisors, employees and the general public.
- Ability to establish working relationships with other organizations and economic development practitioners.
- Ability to prepare and analyze reports and data, and have skill in the operation of necessary tools and equipment, i.e. computer, word processing, spreadsheet software, and general office equipment.
- Working knowledge of County zoning and infrastructure, and planning programs and processes.
- Ability to communicate both verbally and in writing.
- Education equivalent to graduation from an accredited college or university with a major course of study and training in Planning, Public Administration, Business, Communications, or a closely related field. At least three (3) years of professional experience in economic development; or an equivalent combination of education, training, and work experience.

Job Location and Conditions:

- Work is performed primarily 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, radio or switchboard; 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.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Exempt

Salary : DoQ, DoE with Benefits

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WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Position Description:
Job Title: Administrative Assistant/Receptionist **Department:** Economic Development & Community Relations **Supervised by:** Director of Economic Development & Community Relations **Revised Date:** July 1, 2011

Title: Administrative Assistant/ Receptionist

Department/Division: Economic Development & Community Relations/County Administration

Nature of Work:

- Performs responsible, confidential and advanced administrative support and public relations work for the Office of the Economic Development and Community Relations and assists the Executive Administrative Assistant when needed.

Essential Duties:

- Works within a team environment to assure that the County Administrator's Office is covered at all times.
- Answers telephone and greets visitors, answers questions or refers the inquiry to the appropriate person or department.
- Provides administrative support to the Executive Administrative Assistant including helping with the preparation for twice-monthly Board of Supervisors Meetings and other tasks as directed.
- Provides administrative assistance to include general correspondence; conducting research; compiling data and preparing reports and presentations.
- Schedules meetings and coordinates travel arrangements and accommodation for the Director of Economic Development and Community Relations.
- Develops and maintains a database for county mailings; email distribution; existing industry; available sites and buildings.
- Makes initial contact and follows-up with mail and electronic inquiries to potential and maturing prospects through the development of a computerized prospect tracking system and produces customized reports.
- Develops and maintains an existing industry visitation schedule.
- Compiles and maintains current demographic information for the county.
- Assists with coordinating special meetings and events; press conferences; groundbreakings and industry announcement ceremonies.

- Writes, coordinates and assures timely printing and publication of various printed and electronic publications including press releases, newsletters and the county's annual report.
- Researches, recommends and implements appropriate communications strategies for marketing Washington County and promoting activities, programs and accomplishments of all Departments of the Administrative Division.
- Works with the County IS Department to update and maintain economic development related portions of the website.
- Assists with the creation and maintenance of department budgets, track expenditures and creates reports.
- Processes and tracks routine invoices; statements; encumbrances and departmental capital projects in conjunction with the Department of Budget and Finance
- Practices continuous learning through individual study; classroom training; seminars and conferences.
- Regular attendance during normal operating hours is required and prior approval of planned scheduled leave time is necessary to provide adequate coverage of these essential job duties. Any unscheduled leave taken can severely disrupt the operation of the Department of Economic Development and Community Relations.

Job Requirements Needed:

- Demonstrated ability to maintain confidentiality, and work courteously and effectively with staff and public.
- Demonstrated ability to gather; analyze; interpret and report research findings; to prioritize; organize and perform work independently.
- Demonstrated ability to communicate orally and in writing sufficiently to express ideas and thoughts clearly; concisely; effectively and creatively.
- Proficiency with data processing, database and graphic design software including: Microsoft Word; Excel; Power Point; Outlook; Microsoft Front Page and Adobe Pagemaker.
- Experience with preparing news releases, promotional brochures and utilizing various forms of social media to promote public awareness.
- Requires Associates Degree in office management; secretarial science; public relations; mass communications or related field and considerable experience in administrative support work or any equivalent combination of acceptable education and experience providing the knowledge, skills and abilities cited above.

Job Location and Conditions:

- Work is performed primarily 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.

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, radio or switchboard; 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; digital camera; video recorder and smart phone.
- **Finger Dexterity:** Must have ability to use telephone; calculator; copy machine; fax machine and manipulate computer keyboard and mouse; digital camera; video recorder and smart phone.

Physical Demands:

- **Strength:** Ability to lift at least 25 pounds.
- **Climbing:** Must have ability to climb one flight of stairs and twenty to thirty steps.
- **Standing, Sitting and Walking:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over flat terrain.
- **Reaching, Handling, Fingering and or Feeling:** Must have ability to handle papers, files, computer keyboard and work adding machine.
- **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: Full Time/Non-Exempt

Salary: DoQ, DoE with Benefits

WASHINGTON COUNTY, VIRGINIA, POSITION DESCRIPTION

Community Position Description:
Job Title: Director of Community Development & Planning
Department: Community Development & Planning
Supervised by: County Administrator
Revised Date: October 1, 2012

Title: Director of Community Development & Planning

Department/Division:

Nature of Work:

- Performs advanced professional work related to a variety of land use planning assignments including: the County Comprehensive Plan, subdivision and zoning ordinances, and other planning related documents and ordinances. Provides professional advice and technical assistance to the Zoning Official, County Planning Commission, Board of Supervisors, County Board of Zoning Appeals, Economic Development and Community Relations Director, and others with respect to any trends, events, and emerging issues of significance to the County's land use planning. Uses strong interpersonal and public relations skills to work effectively with various officials, staff, citizens and other customers.

Essential Duties:

- Provides technical assistance regarding interpretation and application of the County Comprehensive Plan, zoning and subdivision ordinances.
- Provides professional advice regarding overall County land-use policies and practices as well as rural, urban and regional planning issues.
- Works with the Economic and Community Relations Director to develop land use regulations designed to encourage economic development goals, as directed by the Planning Commission and Board of Supervisors, and to communicate with specific economic development prospects regarding land use rules that may be relevant to the prospect's proposed activities.
- As authorized by the Board of Supervisors, may serve as County Zoning Administrator and/or subdivision agent pursuant to Virginia law.
- In consultation with the County Attorney, prepares and submits proposed amendments to land use ordinances, comprehensive plan, and other land use regulatory instruments as directed by the County Planning Commission or Board of Supervisors.
- In coordination with the County Department of Information Systems, establishes and maintains spatial and statistical databases supporting the

needs of County planning, zoning and subdivision ordinance administration generally.

- Participates in public hearings on zoning and subdivision matters before the County Planning Commission, County Board of Zoning Appeals and Board of Supervisors.
- Reviews and provides written and oral analysis of significant proposed land-use activities for use by County staff, the County Planning Commission, County Board of Zoning Appeals, and Board of Supervisors.
- Provides professional advice and technical assistance to the County Planning Commission and County Board of Zoning Appeals and acts as staff liaison between the Board of Supervisors and those bodies.
- Attends meetings and other functions of various local, state and federal governmental entities and other organizations as necessary to stay abreast of developments having a direct bearing on the County's land-use regulatory plans, ordinances, policies, activities and interests. Facilitates communication and coordination between such groups in these matters.
- Assignments will range from routine to complex in nature.

Qualifications:

Education and experience equivalent to graduation from an accredited college or university with a Master's Degree in community, urban and/or regional planning. Minimum of eight (8) years of responsible experience in an equivalent position is desired. Significant responsible experience may be substituted for preferred educational requirements. AICP certification is preferred. Thorough knowledge of professional principles of sound land-use planning, comprehensive development plans, zoning and subdivision code construction, interpretation and enforcement practices. Working knowledge of geographic information system databases and ability to develop, maintain and use statistical and spatial database systems.

Skills Needed:

- Strong English written and oral communication skills including the editing, oversight or preparation of technical reports, as well as the presentation of information to government entities and various committees.
- Demonstrated ability to understand and work within the context of the political environment of local government and to work courteously and effectively with elected and appointed officials, staff and public.
- Proven effective and persuasive leadership comfortable with all levels of staff, public officials, citizens and others
- Experience includes innovative, detail-oriented management of highly visible/controversial projects
- Proven experience with citizen involvement techniques and processes
- Proficiency with electronic research databases and word processing and geographic information system software.

- Comfortable with public speaking in a variety of settings
- Demonstrated strong staff management skills.
- Proven ability to create and manage department budget and work plan

Location and Conditions:

- Work is performed primarily in the office setting at the Washington County Administrative Offices and meeting facilities of the County Planning Commission and Board of Supervisors. Some field work occasionally may be required. Attendance at numerous regular and special evening meetings required.
- Performs work safely in accordance with County safety policy and procedures and specific departmental safety procedures.

Physical Requirements:

- **Reliable On-The-Job Attendance:** Must be present in the County office during routine business hours on a regular basis and attend required evening meetings.
- **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 converse by telephone, in-person, and in public-speaking settings; and to communicate effectively with County officials, general public, and other employees.
- **Hearing/Listening:** Must have ability to communicate with County officials; public; and 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 35 pounds.
- **Standing, Sitting, Walking and Running:** Must have ability to: occasionally (1-3 hours/day) stand; frequently (1-3 hours/day) walk and continuously (7-9 hours/day) sit. Must be able to walk over hilly (+20% slope) terrain.
- **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 automobile and full-size SUV.
- Will have periodic driving record checks done.

Job Status: Full-Time/Exempt

Compensation: Depends on Qualifications and Experience.

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