

# Northumberland County, Virginia

## Job Description



Department: County Administrator's Office

<b>Job Title:</b>	Assistant County Administrator	<b>Category:</b>	Full Time
<b>FLSA Status:</b>	Exempt		
<b>Reports to:</b>	County Administrator		
<b>Effective:</b>		<b>Revised:</b>	

### **JOB SUMMARY**

Performs complex professional and administrative work in assisting with a broad range of general administrative and management functions of the County government. Work is performed under the general direction of and reports directly to the County Administrator. Serves as chief administrative officer in the absence of the County Administrator as required.

### **DUTIES AND RESPONSIBILITIES**

- Represents the Board of Supervisors and the County Administrator, when necessary, in working with County staff, other government agencies and the general public;
- As needed, serves as chief administrative officer (including those duties as Emergency Services Coordinator) in the absence of the County Administrator;
- Assists the County Administrator with daily administrative activities, performs research and prepares papers for the County Administrator and Board of Supervisors, coordinates work with County Administrator, maintains records and files, provides information and analyses for decision making, and prepares reports;
- Provides oversight and supervision of various County Departments, Operations and Functions as structured and specified by the County Administrator;
- Provides information, analyses, and recommendations to assist the County Administrator in the development or modifying of County policies, ordinances, plans, objectives and procedures as required to ensure compliance and to maintain operational standards;
- Oversees procurement process and prepares Request for Proposals and Invitation to Bid for various county departments purchases and projects; and keeps the County Administrator advised on such matters;
- Assists with managing County projects/capital improvement projects/grant projects and reports status to County Administrator and provides updates to the Board of Supervisors to ensure timely completion and within budget;
- During emergencies, supports the Emergency Services Director and Coordinator;
- Assists with Freedom of Information Act requests, serves as designated FOIA officer;
- Assists the County Administrator in preparation and implementing the County budget;
- Assists with the preparation and implementation of capital improvement planning by working with all departments;
- Attends all Board of Supervisors meetings, assists the County Administrator in preparing agenda material, research, and reports for the Board of Supervisors' meetings;
- Serves on various committees or boards as appointed by the Board of Supervisors or as designee of the County Administrator, some committees may require the taking of minutes;
- Makes presentations to elected and appointed officials, groups and agencies; builds and maintains positive community relations;

- Researches, troubleshoots, and resolves constituent issues and issues; expedites a prompt response to citizen inquiries or complaints; and keeps the County Administrator informed and advised on those matters;
- Performs other duties as assigned by the County Administrator.

## **MINIMUM REQUIREMENTS TO PERFORM WORK**

### **Education and Experience**

- Graduation from an accredited college or university with a degree in public administration, business or a related field, preferably supplemented by experience in local government operations.

### **Knowledge, Skills, and Abilities:**

- Knowledge of the organization, function, and methods of operation of a local government;
- Knowledge of organizational management and office organization principles and practices;
- Knowledge of the basic laws, ordinances, and regulations underlying local governments in Virginia;
- General knowledge of Virginia law related to public procurement;
- Ability to manage staff and analyze a variety of complex working procedures;
- Demonstrates excellent interpersonal skills and the ability to handle public relations issues effectively;
- Ability to operate personal computer and use computer applications along with other office equipment;
- Demonstrates skills in public speaking; ability to express ideas effectively orally and in writing;
- Be highly organized and able to meet multiple deadlines;
- Ability to establish and maintain effective working relationships with other County officials, associates and the general public.

### **Licenses or Certificates:**

- Valid Virginia DMV driver's license

## **PHYSICAL DEMANDS**

This is sedentary work requiring the exertion of up to 10 pounds of forces occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work.

## **SPECIAL CONDITIONS**

- driving record required
- criminal background check required

*Since every duty connected with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description. Northumberland County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.*