

## Position Information

**Position Title** County Administrator – Grayson County, Virginia

**Organization** Grayson County, Virginia

**Position Category** County Government

## Position Summary Information

**Brochure** [Community Brochure](#)

**Job Description** The County operates with a 5-member Board of Supervisors who serves as the elected body, with the County Administrator appointed by the Board and acting as the Chief Administrative Officer and Chief Economic Development Officer for the County. The County Administrator is accountable directly to the Board of Supervisors and is responsible for directing and supervising the day-to-day operations of all County departments and agencies under direct control of the Board in addition to carrying out the Board’s adopted policies and directing business procedures. For Fiscal Year 2017, the County operates with a General Fund budget of approximately \$20+ million, and provides a full range of services to residents. The Board is seeking a County Administrator who will be a good steward of public funds, build solid working relationships both internal and external to the County and foster a ‘team’ environment with County staff members that welcomes staff feedback and participation.

**Minimum Qualifications**

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

## Posting Detail Information

**Open Date** 11/01/2016

**Close Date** 11/30/2016

**Open Until Filled** Yes

**Special Instructions to Applicants**

The application deadline is November 30, 2016. To be considered, please submit a cover letter, résumé with salary history and five (5) professional references via email to: [bsutherland@graysoncountyva.gov](mailto:bsutherland@graysoncountyva.gov) Following the filing date, résumés will be screened based on the criteria established by Grayson County. The County will review recommended candidates who most closely meet the established criteria.

Grayson County is an Equal Opportunity Employer.

# Required Documents

## Required Documents

1. Resume
2. Cover Letter
3. 5 References
4. Complete Salary History