



## COUNTY OF ACCOMACK HUMAN RESOURCES

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**County Administrator:** Full Time w/ Benefits Employment Contract  
**Salary/ Range: Negotiable, based on experience**

The County of Accomack is seeking qualified applicants for the full-time County Administrator position. This position is responsible for the overall management of the County's operations and reports directly to the Board of Supervisors. The Administrator supervises a leadership team of County department directors and administrative support staff.

The position is responsible for interacting with citizens, elected and appointed officials, staff and vendors to ensure compliance with established County practices, applicable state and federal laws and regulations. This position implements and interprets the Board of Supervisors' policies and directives.

Minimum qualifications include: Bachelor's degree in public administration or related degree supplemented by a minimum of 5 years of experience in public management as a chief or deputy chief administrative officer. Related experience at a director or senior level in a municipal organization will be considered. Preferred qualifications: Experience in rural or agricultural areas balancing sound environmental practices with controlled growth and development is highly desirable. Master's degree in public administration, finance, business administration or closely related field; supplemented by 7 or more years related experience; or an equivalent combination of education, training, and experience.

Special Requirements: Employment history must demonstrate proficiency in public administration, finance, organizational development, public relations/communications, emergency management, and economic development. Satisfactory completion of criminal, financial, media and civil litigation background checks, as well as verification of education credentials prior to employment. Satisfactory completion of a Department of Motor Vehicles records check prior to employment and pre-employment drug screening.

Interested applicants should visit the [County's employment website](#) for complete details and to complete an online application, with an attached resume, cover letter as well as salary requirements. ***Deadline to submit an application is: Tuesday, March 14th, 4:00 p.m. EST.*** No exceptions.