

Essex County



Job Title: Deputy County Administrator

Status: Full time, Salary: \$65,755 – \$111,784

Pay Grade: 121, FLSA Status: Exempt

Essex County, Virginia, is accepting applications for the new position of Deputy County Administrator. This position will coordinate and oversee the operation of various departments to include Finance, Administrative Services, Parks and Recreation, and Animal Control. The selected individual will be the County's primary economic development contact person and provide staff support to the County's Economic Development Authority. This position also takes the lead in the development of the County's annual operating budget and provides financial analysis for the County Administrator and Board. Excellent writing and communication skills are a must. This is a high profile position with considerable staff and public interaction requiring the highest level of professional and personal ethics and trust. This position will report to the County Administrator.

Minimum requirements for the position are a Bachelors' degree in public or business administration, or related field, with six or more years of professional management level experience at the level of department director or higher in local government administration, or any combination of education and experience which demonstrate the ability to perform the duties of the position. Master's degree in public administration and experience as a Deputy County Administrator or higher is preferred. The County provides a competitive salary with excellent benefits.

For further information visit the County website at http://www.essex-virginia.org/county_government/employment for a complete job description and employment application. To be considered a completed County employment application form, cover letter, and resume is to be submitted to Pamela Z. Smith, Assistant County Administrator, PO Box 1079, Tappahannock, VA 22560. For further information on the position, County benefits, and applying please call Mrs. Smith at (804) 443-8155. Open until filled. Review of applications will begin on June 14, 2018.

Essex County is an equal opportunity provider.