

ESSEX COUNTY, VIRGINIA COUNTY ADMINISTRATOR



Essex County (11,151), situated on the Middle Peninsula of Virginia, and consisting of over 261 square miles, invites applications from strong candidates to serve as the County's next County Administrator.

The County operates with a five member Board of Supervisors who serves as the legislative body of the local government, with four members representing a different jurisdiction within the County and one "at-large" member, each serving a four year term. The County Administrator is appointed by the Board and serves at the pleasure of the Board, carrying out the Board's adopted policies, directing business procedures and overseeing day-to-day operations and activities of all County departments. Essex County is operating with a Fiscal Year 2017 General Fund budget of \$22.5 million, which supports over 15 department areas ranging from economic development and facilities management to parks and recreation and building and zoning.

Successful candidates will possess a bachelor's degree in public or business administration, economics, planning, finance or related field; with a master's degree preferred. Considerable experience in public or private sector-management or equivalent as chief or deputy chief administrative officer of a comparably sized community or organization is highly desired. Experience in maintaining positive lines of communication at all levels and interacting with various local, regional and state agencies is essential. Candidate should be able to present a confident image of the local government to the County staff and the community in conducting all facets of County business. 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.

Salary for this position is negotiable dependent upon candidate education and experience. Benefits include but are not limited to use of a County vehicle, participation in the Virginia Retirement System, deferred compensation, vacation and sick leave, group life insurance, paid family medical insurance, professional dues and conference expenses. Residency within the County within a reasonable time of appointment is preferred.

Qualified candidates should submit their cover letter and resume online by visiting our website at <https://springsted-waters.recruitmenthome.com/postings/2109>. The application deadline for the position is **October 31, 2018**. Following this date, applications will be screened against criteria outlined in the brochure. The County will then review recommended candidates who most closely meet the established criteria. For more information, please contact Steve Miner at richmond@springsted.com or 804-726-9748.

Essex County is an Equal Opportunity Employer.