



Smyth County is nestled in the scenic Blue Ridge mountains of southwestern Virginia. Rich in natural resources, history and culture, with a population of 32,208 (2010 Census), Smyth County is home to many attractions including parks, historical sites and recreational areas.

Located in the lower portion of the Great Valley of Western Virginia, Interstate 81 runs through the county's central valley, and intersects with Interstate 77 approximately 25 miles northeast of the Town of Marion. Three towns are located in Smyth County: [Marion](#) (the county seat), [Chilhowie](#), and [Saltville](#).

Smyth County is governed by a board of supervisors whose members are elected from each of the seven magisterial districts. With an annual operating budget of \$88 million dollars, the Board of Supervisors is responsible for approving the county budget, setting tax rates, and hiring a county administrator who oversees the day-to-day operations of the County. The County Administrator is the primary contact for the Board of Supervisors.

Smyth County is seeking a highly-motivated qualified individual to fill the role of Assistant County Administrator:

## **ASSISTANT COUNTY ADMINISTRATOR - SMYTH COUNTY**

### **FULL TIME POSITION**

Under the direction of the County Administrator assists in the administration of the affairs of the County within the framework of the County and Commonwealth statutes; assists in overall county planning including financial projections, preparation of annual budget, economic development, and supervision of general county projects and agencies that are under the direct control of the Board of Supervisors. Functions as a member of the Administrative team and assists in the administration of personnel in the County Administrator's absence and represents the governing body from time to time as directed. Problems encountered range from routine to complex in nature; significant public contact is required and position requires independent decision-making and action.

#### **Typical Examples of Duties:**

Assists in performing, supervising, directing, and advising in providing management services for departments, functions, and personnel, subject to the direction and control of the County Administrator to include funds management, personnel management, analysis of management problems, property and space management, and public information; assists in executing and carrying out county policy and in the procurement of equipment, supplies and services.

Assist County Administrator as needed to manage a comprehensive economic development program including meeting with potential developers, industries, and building owners.

Researches pertinent grant opportunities and compiles applications for agency submittal; manages funding awards, performs reimbursement drawdowns, tracks project progress and expenses, and compiles reporting documents; acts as fiscal agent for various state and federal programs.

Makes feasibility studies on pending issues or proposed subjects; assists in the issuance, bidding and awarding of contracts through various requests for proposals.

Assists in the preparation and administration of the County budget; monitors expenditures and appropriations in the absence of the County Administrator; assists in the review and approval of purchase orders for the agency's departments; monitors county purchasing and procurement procedures, and reviews payroll prior to disbursement; reviews budgets and expenditures for agency's departments.

Provides a contact point for citizens with suggestions, problems, or complaints, keeping the County Administrator informed and advised on those matters.

Prepares reports, correspondence, directives and other material as required.

Performs other duties assigned by the County Administrator and/or the Board of Supervisors.

**Qualifications:**

Education and Experience: Bachelor's Degree with a major in business management, public administration, planning, or engineering and with five (5) years of responsible management experience in a related field or in a capacity requiring frequent contact with and understanding of the operation of public agencies.

Knowledge and Abilities: Thorough knowledge of County functions, projects, and operations required. Strong communication skills verbally and in writing. Experience in public utilities a plus. Ability to establish and maintain effective working relationships. Ability to deal courteously and effectively with elected officials, staff, co-workers and the general public.

Successful candidate must reside in Smyth County.

Applications for employment available online at [www.smythcounty.org](http://www.smythcounty.org) under the Human Resource link or at the Smyth County Administrator's Office at 121 Bagley Circle, Suite 100, Marion, VA 24354. Submit applications to Smyth County Administrator's Office. **COMPLETED APPLICATION MUST ACCOMPANY RESUMES.**

**Salary:** DOQ with full County benefits

**Deadline: February 8, 2019**

**Smyth County is an Equal Employment Opportunity Employer**