

Assistant County Administrator

Shenandoah County is accepting applications for the position of Assistant County Administrator. This position performs complex professional and administrative work assisting with a broad range of general administrative and management functions of the County government. Provides advice and guidance to departmental directors, other officials and serves as principal assistant to the County Administrator by reviewing administrative, public works, public safety and maintenance activities and issues. Oversees and prepares Request for Proposals and Invitation for Bids for various county departments purchases and projects. Oversees county personnel matters as the chief personnel officer. Serves as Public Information Officer on the Emergency Management Team during emergency events. Applicants should be able to demonstrate a thorough knowledge of the organization, function and methods of operation of a local government and organizational management. Demonstrate thorough knowledge of the basic laws, ordinances, and regulations underlying the local government and knowledge of state law related to public procurement. Must be able to communicate effectively orally and in writing in a highly interactive team-oriented work environment. Graduation from an accredited college with a degree in political science, public administration, or a related field, preferably supplemented by considerable experience in local government operations. Salary is on Grade 31 of the County pay scale with a starting salary range of \$84,813 to \$105,919 DOQ/DOE. Benefits include Virginia Retirement System, health and dental insurance, vacation, sick leave and holidays. For an application and complete job description contact the Office of the County Administrator, 600 North Main Street, Woodstock, VA 22664, 540-459-6165, or visit our web site at www.shenandoahcountyva.us and look at Jobs. Open until filled, initial review April 12, 2019.

Shenandoah County is an Equal Opportunity Employer

ASSISTANT COUNTY ADMINISTRATOR

JOB PURPOSE:

Performs complex professional and administrative work in assisting with a broad range of general administrative and management functions of the County government. Work is performed under the general direction of the County Administrator. Provides principal supervision of all County staff in absence of County Administrator. Assists in the supervision of senior level staff persons.

ESSENTIAL FUNCTIONS/TASKS PERFORMED:

Providing advice and guidance to departmental directors, other officials and serves as principal assistant to the County Administrator by reviewing administrative, public safety, public works, and maintenance activities and issues; coordinating projects and organizational development.

- Responds to informational requests from the County Administrator, Board of Supervisors, County Departments, other public agencies and the general public furnishing information or directing to the proper department;
- Supervise department directors and subordinate staff in areas of supervision by discussing issues, issuing and reviewing correspondence and reports, conducting meetings, hiring, coaching, and developing individuals;
- Provides information and analyses for decision making;
- Contributes significantly to the development of County policies, plans, objectives and procedures by facilitating problem identification and resolution, developing short and long-range plans;
- Contributes to the overall effectiveness of County administration by participating in staff and Board of Supervisors meetings, preparing policy recommendations for review by the County Administrator and the Board of Supervisors, and reporting on activities and items of concern and interest;
- Oversees and prepares Request for Proposals and Invitation to Bid for various county departments purchases and projects;
- Assists with coordination of major capital improvement projects and special projects;
- Serves as Public Information Officer on the Emergency Management Team during emergency events;
- Assists with Freedom of Information Act requests, serves as designated FOIA officer;
- Assists in structure and organizational changes within departments;
- Serves as chief personnel officer with respect to managing, interpreting, coordinating the county's personnel policies and procedures;
- Serves on various committees or boards as appointed or as designee of the County Administrator;
- Performs related tasks as required.

EMPLOYMENT STANDARDS

EDUCATION, EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a degree political science, public administration, or a related field, preferably supplemented by considerable experience in local government operations.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the organization, function, and methods of operation of a local government; thorough knowledge of organizational management and office organization principles and practices; thorough knowledge of the basic laws, ordinances, and regulations underlying the local government; general knowledge of state law related to public procurement; ability to manage large, diverse staff and analyze a variety of complex working procedures; demonstrates excellent interpersonal skills and the ability to handle public relations issues effectively; ability to operate personal computer and use computer applications; demonstrates skills in public speaking; ability to express ideas effectively orally and in writing in a highly inter-active team oriented work environment; ability to establish and maintain effective working relationships with other County officials, associates and the general public.

SPECIAL REQUIREMENTS:

None

PHYSICAL AND ENVIRONMENTAL CONDITIONS:

This is sedentary work requiring the exertion of up to 10 pounds of forces occasionally and a negligible amount of force frequently or constantly to move objects; work requires standing, walking and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

This is a class description and not an individualized job specification. The class description defines the general character and scope of duties, responsibilities, and requirements of all positions in one job classification, but is not all inclusive or totally restrictive. Reasonably related duties and responsibilities may be assigned as necessary at the discretion of management. Employees will be immediately notified of any changes. Reasonable accommodations will be made to enable qualified individuals with a disability to perform the essential functions.