

Assistant County Administrator Recruitment Profile

Greensville County

Virginia





COUNTY OF GREENSVILLE VIRGINIA

Greensville County is seeking an experienced professional to serve as Assistant County Administrator.

This recruitment profile provides background information on the community and its government operations. It also outlines the qualifications, experience and characteristics determined to be necessary and desirable for the position.

Qualified candidates are encouraged to complete an application with the Virginia Employment Commission and to submit a resume, with salary expectations and professional references to the Virginia Employment Commission by 3:00 p.m. on Monday, July 15, 2019. Questions concerning this vacancy should be directed to:

Brenda N. Parson
Greensville County Administrator
1781 Greensville County Circle
Emporia Virginia 23847
434.348.4205



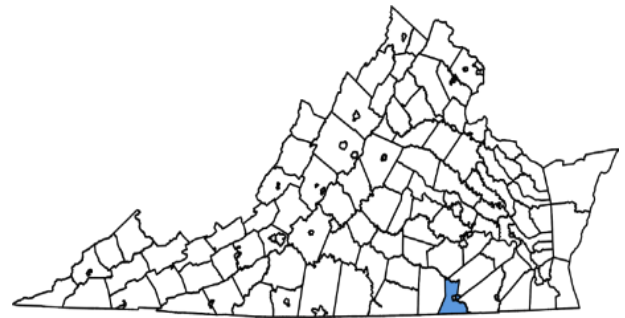
Greenville County Government Building

Greenville County

Community Background

Located along the eastern seaboard of the United States Greenville County was formed in 1781 and boasts a gorgeous Virginia landscape full of history and tradition, with the ease and quality of life you won't find anywhere else. Living in Greenville County, Virginia, is an idyllic escape from the hustle and bustle of city life – but not so removed from the great metropolitan areas of Raleigh, Richmond, and Hampton Roads that we miss out on the benefits of city living! Convenient to industry, agriculture, and local business, Greenville County is called home by more than 12,000 people, and the area effectively draws labor and customers from a much larger region – serving a potential population of over 165,000 people. Residents, tourists, and businesses alike are attracted to Greenville County for its landscape, accessible location, and market potential, The area has a rich agriculture heritage and hosts the Virginia Peanut Festival every year.

Located on the fall line between the Piedmont Plateau and the Atlantic Coastal Plain, Emporia-Greenville's 301 square mile landscape varies from gently sloping plains in the southeast to rolling hills along its western boundary. The central location, at the crossroads of I-95 and U.S. Route 58, places Emporia-Greenville within a day's drive of over 50 metropolitan areas and nearly two-thirds of the U.S. population. Residents of Greenville County and the City of Emporia are diverse, friendly, and generous. The County population is approximately 60% African American, 38% white and 2% Hispanic. The Median household Income is \$42,121 (2017) and the poverty rate is about 17%.



Position Profile

Assistant County Administrator, Greenville County

JOB SUMMARY

Performs professional administrative work assisting the County Administrator. Prepares and assists in the administration of annual budgets. The work is performed under the general direction of the County Administrator. Supervision is exercised over the Finance, Information Technology, and Geographic Information Systems departments, the Program Administrator and the Receptionist/Office Assistant for Golden Leaf Commons

ESSENTIAL JOB FUNCTIONS

- Assists the County Administrator with daily administrative activities; performs research and prepares papers for the County Administrator and Board of Supervisors; coordinates work with County Administrator and department directors; supervises certain departments; maintains records and files; and prepares reports;
- Plans, organizes, and makes recommendations for annual budgets. Assists with the preparation and implementation of the budget and the Capital Improvements Plan (CIP);
- Maintains project budgets;
- Makes recommendations and advises and oversees fiscal matters;
- Coordinates fiscal activities with Constitutional Officers;
- Acts as County's authorizing agent with the State Compensation Board;
- Assists in performing, supervising, directing, and advising on the work involved in providing management services for departments, functions, and personnel. This includes analysis of management problems, public information, and procurement of equipment, supplies, and services;
- Assists and advises the County Administrator and departmental personnel in matters pertaining to management services in order to facilitate the accomplishment of the work of the County Government;
- Provides a contact point for citizens with suggestions, problems, or complaints. Keeps the County Administrator informed and advised on those matters;
- Acts as a liaison between the Board of Supervisors and all elected and appointed County officials, agencies, board authorities, and commissions;
- Serves as Treasurer to the Industrial Development Authority, the Greenville County Water and Sewer Authority, the Southern Virginia Development Corporation, and Southside Virginia Education Center;
- Regularly attends assigned meetings and performs work for other boards and commissions as necessary;
- Performs feasibility studies;
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Business Administration or Political Science and ten (10) or more years of experience in local government

Knowledge, Skills and Abilities:

- Comprehensive knowledge of general laws and administrative policies governing municipal financial practices and procedures.
- Comprehensive knowledge of the principles and practices of governmental accounting.
- Thorough knowledge of the practices, methods, and laws relating to municipal bond financing.
- Ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms, and records.
- Ability to prepare informative financial reports.
- Ability to plan, organize, direct, and evaluate the work of subordinate employees.
- Ability to establish and maintain effective working relationships with County officials, other governmental officials, and associates.
- Ability to communicate complex ideas, both orally and in writing.

Compensation & Benefits

Compensation for the Assistant County Administrator will be market competitive, depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, deferred compensation, professional development support and other benefits as identified in a negotiated employment contract. The Assistant County Administrator pay grade is a level 25 position with a total pay range of \$68,500 to \$123,900.

For Additional Information

Visit <http://www.Greenvillecountyva.gov/>

The County of Greenville is an Equal Opportunity Employer