



Carroll County, VA is accepting applications for the position of County Administrator.

The County Administrator is an appointive position that serves at the pleasure of the Board of Supervisors as the administrative head for the County providing organizational oversight and vision.

General Description of Work

Performs complex executive work planning, directing and coordinating the overall operation of the County, serving as chief administrative and operating officer, ensuring proper operations, staffing and budgeting, advising and assisting the Board of Supervisors with operations and governance, planning, organizing and directing planning activities, services, programs and staff, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the Board of Supervisors. Organizational supervision is exercised over all personnel within the organization.

Education and Experience

Bachelor's degree required, master's degree preferred, with coursework in public administration, or related field and extensive experience of an increasingly responsible nature in local government, or equivalent combination of education and experience.

Special Requirements

County residency is required within six (6) months of employment.
Valid Driver's License in the Commonwealth of Virginia

How to Apply

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, completed County Application and list of 5 professional references to the **Human Resources Department, Attention: Michelle Dalton, HR Director at 605-1 Pine Street, Hillsville, VA 24343**; Tel: 276-730-3002; Fax 276-730-3014.

A County Application and County Administrator Recruitment Profile is located in the Employment section of the County's website: www.carrollcountyva.gov.

Position will remain open until filled. Application review will begin June 25, 2019.

Carroll County is an Equal Opportunity Employer