

**Northumberland County  
Employment Notice  
Director of General Services**

Northumberland County is seeking a person to fill the position of Director of General Services which will be responsible for difficult and complex tasks in planning and coordinating construction/building projects, renovations, various other projects including but not limited to such things as the emergency radio system, capital projects for County departments and agencies. This position requires an exceptional individual who has good judgment and project management skills and understands Virginia state law regarding public procurement. Candidates must also be able to address day-to-day operations with a common-sense and cooperative approach to decision-making. The candidate must have outstanding leadership qualities with a strong focus on customer service and building solid relationships with all internal and external stakeholders. Ability to operate a personal computer and use computer applications. The top candidate must be hands-on and committed to addressing an array of complex and technical issues. Position requires a willingness to learn. The successful candidate should have a bachelor's degree in business, public administration, construction management, or political science or closely related field and/or five years of experience in the general services areas of responsibilities, including supervisory duties in local government. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities are considered. Applicants must submit a completed county application, resume with education, and employment/experience. This position will remain open until filled. Compensation will be dependent on qualifications and experience and will be part time. Applications or information may be obtained from the County Administrator's Office, Northumberland County Courthouse, P.O. Box 129, Heathsville, Va. 22473; or 804-580-7666 (voice), or email Luttrell Tadlock, County Administrator, at [ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us). Information about this position and application can be found on the County's webpage at [www.co.northumberland.va.us](http://www.co.northumberland.va.us) under employment opportunities. E.O.E.

Please run 2 weeks