



COUNTY ADMINISTRATOR - SMYTH COUNTY, VIRGINIA

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 national parks, historical sites and recreational areas.

Located in the lower portion 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 the town of [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 \$89 million dollars, the Board of Supervisors are 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 currently seeking a highly-motivated qualified individual to fill the role of **County Administrator**:

Under the general direction of the Smyth County Board of Supervisors, the Administrator oversees the affairs of the county within the framework of County and Commonwealth statutes and provides overall responsibility for county planning, financial projections, economic development, annual budget, personnel, supervision of general county projects, and agencies that are under the direct control of the Board. The Administrator represents the county on boards, authorities, commissions and committees and serves as an advisor to the Board. Duties include serving as Clerk to the Board and assisting with setting agendas for meetings. The Administrator works in cooperation with other local, regional, and state agencies. Position requires independent decision-making, and the ability to exercise sound judgement.

The County Administrator supervises, directs, and advises County departments, functions, and personnel subject to the direction and control of the Board. Duties include funds management, analysis of management problems, property and space management, public information, procurement of equipment, supplies and services. The Administrator is responsible for economic development in order to maintain and grow the County's business base. Other duties include; acts as liaison between the Board of Supervisors and elected and appointed officials; executes and carries out County policy; administers the County budget by monitoring expenditures and appropriations; protects and maintains County property and records; promotes a good relationship between the County government and citizens of the County; maintains contact with state and federal agencies in regard to local programs; reports on Commonwealth legislative proposals with particular reference to those affecting the welfare or business of the County; prepares reports, directives, and other material as required, and; performs other duties as directed by the governing body.

Education and Experience: Bachelor's Degree with a major in public administration, business, management, planning, or engineering. Five 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. Experience and training in industrial and economic development is desirable. Thorough knowledge of local government and the methodology and procedures of administration, management, economic development, and finance. Knowledge of public utilities, building and facility management, and public services. Ability to plan, organize, and supervise the work of others. Excellent communication skills and strong leadership skills. Ability to establish and maintain effective working relationships and deal effectively with the public.

Successful applicant must reside in Smyth County within six months of successfully obtaining position. **SALARY: DOQ with full County benefits.**

Applications are available on line at www.smythcounty.org under the Human Resources link, and at the Smyth County Administrator's Office. Please submit completed application with resume to: Smyth County Administrator's Office, Attention Human Resources, 121 Bagley Circle, Suite 100, Marion, VA 24354 before February 7, 2020.

SMYTH COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER