EMPLOYMENT OPPORTUNITY
PATRICK COUNTY, VIRGINIA - COUNTY ADMINISTRATOR

The County Administrator is appointed by the Board of Supervisors to manage the day-to-day activities of the portion of County Government under the administration of the Board. This position 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:

This position 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. Other duties may be identified under Section 15.2-407 of the Code of Virginia.

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, complete County Application and list 5 professional references and mail to: Melissa Taylor, PO Box 466, Stuart, VA 24171 or by email at: mtaylor@co.patrick.va.us

A County Application is located in the Employment section of the County website: www.co.patrick.va.us

Application review will be begin May 15, 2020

Patrick County is an Equal Opportunity Employer