



**EMPLOYMENT OPPORTUNITY
COUNTY OF PRINCE EDWARD, VIRGINIA
COUNTY ADMINISTRATOR**

The County of Prince Edward, Virginia, “a great place to live and a highly-desirable two-college county,” is seeking a County Administrator with a thorough knowledge of the principles of public administration and management, as well as the ability to plan and coordinate the many functions of county government. The County Administrator will 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 operations of the County; serves as chief administrative officer of the County; executes the policies established by the Board or mandated by the state; prepares and administers the annual budget; and supervises all County Departments. The County Administrator ensures adequate staffing and assists the Board of Supervisors with operations, governance, planning, organizing and directing planning activities, services, programs and staff and related work, as apparent or assigned. As the public representative of the Board of Supervisors, the County Administrator represents the governing body and interprets the Board’s actions to the public, the media and other bodies at the local, state and federal level. Other duties may be assigned as deemed appropriate within Section 15.2-407 of the *Code of Virginia*.

Education and Experience:

Bachelor’s Degree required, (master’s degree preferred), with course work in Public Administration, Business Administration, Political Science or related field; and five years experience in local government with significant management responsibilities as a Chief Administrative Officer, Deputy or Assistant.

Special Requirements:

County residency is required within six months of employment. Valid Driver’s License in the Commonwealth of Virginia. The County Administrator represents the County on numerous boards, to include: Piedmont Regional Jail Authority, Piedmont Juvenile Detention Facility Board, Virginia’s Growth Alliance, Alternate for CLEO for Workforce Investment Board, etc. Must attend Board of Supervisors meeting and Town Hall Meetings, as requested.

How To Apply:

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, a complete County application and three professional references to: County of Prince Edward, ATTN: Cheryl Stimpson, Post Office Box 382, 111 N. South Street, Farmville, VA 23901, or by email to: cstimpson@co.prince-edward.va.us County applications are available on the County’s website at: www.co.prince-edward.va.us Application review process will commence June 15, 2020. Position open until filled. Starting salary depends upon qualifications and experience. The County has a competitive benefits program. Prince Edward County is an Equal Opportunity Employer.