



EMPLOYMENT NOTICE ASSISTANT COUNTY ADMINISTRATOR

The Wythe County Board of Supervisors is currently accepting applications for an Assistant County Administrator. The Assistant County Administrator will perform complex administrative work assisting with a broad range of planning, general administrative and management functions of the County's departments, projects, budgets, programs, and infrastructure.

Comprehensive knowledge of principles, practices, and techniques of public administration; including knowledge of the organization, function and methods of operation of local government's staff and operational departments; thorough knowledge of principles and practices of public personnel administration; thorough knowledge of and in the use of standard office equipment and associated software; general knowledge of reading and interpreting architectural and engineering plans; general knowledge of and in the use of standard accounting software; ability to understand and apply governmental accounting practices in maintenance of financial records; ability to communicate ideas effectively orally and in writing; ability to establish and maintain effective working relationships with County, State and other officials, civic and business leaders, associates and the general public.

Candidate should hold bachelor's degree with coursework in business administration, public administration, or related field and moderate experience in managerial capacity in the public or private sector, general accounting, or equivalent combination of education and experience.

Applications will be accepted until the position is filled at the County Administrator's Office, Attention: Martha Collins, Administrative Assistant, 340 South Sixth Street, Wytheville, Virginia 24382. A full job description and application may be obtained under the Employment section of the County's website at www.wytheco.org Salary DOQ/E, + Benefits. Application review will begin August 21, 2020. Position Open Until Filled.

Wythe County is an Equal Opportunity Employer.

**By Order of the
Wythe County Board of Supervisors**

Stephen Bear, County Administrator