



**EMPLOYMENT OPPORTUNITY
COUNTY OF WARREN, VIRGINIA
COUNTY ADMINISTRATOR**

Warren County (est. pop. 40,000), covering 219 sq. miles located in the northern Shenandoah Valley, is seeking highly motivated and skilled candidates to fill the position of **County Administrator**. Warren County is known for its prime location; scenic beauty; tourist attractions such as the Skyline Drive, Skyline Caverns, and the Shenandoah River; proximity to numerous colleges and universities; strong public school system; and its diverse economy and workforce.

The County Administrator is appointed by a five-member Board of Supervisors and has a workforce of approximately 250 full-time employees and 100 part-time employees. The budget for FY 2020-2021 is \$118+ million. Beginning salary is negotiable based on qualifications and experience with an excellent benefits package.

General Description of Work:

Performs complex difficult professional and administrative work planning, directing, and coordinating the overall operations County government; serves as chief administrative officer of the County; ensures proper operations, staffing, and budgeting; advises, assists, and implements the directives of the Board of Supervisors on operations and governance; prepares and administers annual budget, etc. Areas of responsibilities include directing the functions of the following departments: Administration (including Human Resources), Building Inspections, Finance, Fire and Rescue, General Services, Parks and Recreation, Planning and Zoning, and Public Works. Position also serves as Clerk to Board of Supervisors, the local Department of Social Services Administrative Board, and on the regional jail authority.

Education and Experience:

Bachelor's degree required in planning, public administration, or related field, with MPA preferred. ICMA-CM preferred. Extensive, increasingly responsible experience in an administrative capacity in local government required.

Successful candidate should possess comprehensive knowledge of the principles and practices of public administration, local government finance, urban and regional planning; capital improvement and construction-related experience; strong written communication and analytic skills; and ability to establish and maintain productive and harmonious relationships with County officials, associates, media, and citizens.

How to Apply:

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, a completed Warren County Employment Application, and five professional references to: Warren County, ATTN: Jodi Saffelle, Human Resources Manager, 220 North Commerce Avenue, Suite 100, Front Royal, VA, 22630, or by email to jsaffelle@warrencountyva.net. Telephone is (540) 636-4600. Warren County's Employment Application is available on the County's website at www.warrencountyva.net. Applications will be accepted until the vacancy is filled. Application reviews will begin August 20, 2020. Warren County is an Equal Opportunity Employer.