



GLOUCESTER COUNTY
invites applications for the position of:

Deputy County Administrator

SALARY: \$130,000 +/- DOQ

OPENING DATE: 11/25/2020

CLOSING DATE: Open Until Filled

DESCRIPTION:

The hiring salary for the [Deputy County Administrator](#) position will be \$130,00.00 annually +/- depending on qualifications.

Performs complex professional, administrative and managerial work helping administer the daily activities of the County government. Work involves coordinating and overseeing operation of assigned departments, managing County projects, and representing the County on various boards, commissions and committees. Work also involves receiving, investigating, and resolving complaints/concerns from Board members, County staff, public and private agencies and the public. Employee must exercise considerable initiative and independent judgment in all phases of work as well as tact and courtesy in frequent contact with County employees, community groups, businesspersons, contractors, and the public. Reports to the County Administrator.

Qualifications

A bachelor's degree in business or public administration, political science, or other field closely related to the essential job functions is required; a master's degree in a related field preferred but not required; and

Six (6) or more years of progressively responsible management / director level experience serving a comparably sized local government, business or non-profit organization with a wide range of duties in operations and management; and/or any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

Special Requirements

Possession of a valid driver's license; possess and maintain a driving record that meets established Gloucester County Driving Standards

Desired Special Qualifications

Registration as a Professional Engineer in the Commonwealth of Virginia is preferred, but not required; and

Establishment of primary permanent residence in Gloucester County within one year of the date of hire is highly preferred.

For a complete job description and to apply online, visit our website at: www.gloucesterva.info.

Gloucester County is an Equal Opportunity Employer