

MIDDLESEX COUNTY
Assistant County Administrator
Part-time or Full-time

Middlesex County is seeking an energetic and knowledgeable individual to serve as an Assistant County Administrator replacing the existing Assistant County Administrator who plans to retire within 2021. Qualified applicants seeking either part-time or full-time employment are encouraged to apply. This position under limited supervision, performs complex professional, administrative and managerial work helping administer the daily activities and assisting the Board of Supervisors and the Administrator in the operation of County government. Acts on behalf of the Administrator in his/her absence. Employee is responsible for meeting with various groups and individuals to address concerns and complaints pertaining to County programs and operations. Employee must exercise considerable tact and courtesy in frequent contact with County employees, community groups, and the general public. Performs financial work for the County, including grant applications and administration and work with the general ledger. Work involves coordinating and overseeing operation of assigned departments, managing County projects, and representing the County on various boards, commissions and committees. Employee must exercise considerable initiative and independent judgment in all phases of work and tact and courtesy in frequent contact with County employees, community groups, businesspersons, contractors, and the public. Reports to the County Administrator.

Graduation from a four year college or university with a bachelor's degree in public administration, business or a closely related field is preferred. Knowledge of fund accounting and Bright Financial Software and related systems preferred. Requires A minimum of three years of experience in the administration of government programs in desired field or any equivalent combination of training and experience which provides the required skills, knowledge of abilities that enable the employee to perform the required duties at a high level.

Must possess a valid Virginia driver's license and have an acceptable driving record.

Must pass background check and provide solid professional references.

Salary range for the position is dependent upon qualifications. Applications or information may be obtained from the County Administrator's Office, Middlesex County, P. O. Box 428, Saluda, VA 23149; 804-758-4330, or from the County's web page – www.co.middlesex.va.us. Applications received until position is filled.