

**Employment Opportunity  
County of Nottoway, Virginia  
Position of County Administrator**

The County of Nottoway, Virginia, is seeking qualified applicants for the position of County Administrator. This position will manage the day-to-day functions of county government under the supervision of the Board of Supervisors. This position serves at the pleasure of the Board of Supervisors as the administrative head for the County.

A complete job description including job qualifications and requirements may be obtained by contacting the Nottoway County Administrator's Office at [nottoway@nottoway.org](mailto:nottoway@nottoway.org) or calling (434) 645-8696.

To be considered for this position, please submit a cover letter, detailed resume including career accomplishments and salary history, and at least three professional references to: County of Nottoway, Attn: John N. Prosize, Interim County Administrator, P.O. Box 92, Nottoway, VA 23955.

The position will be open until filled. The review process will begin immediately as applications are received in the Administrator's Office. Starting salary depends upon qualifications and experience. The County has a competitive benefit program. Nottoway County, Virginia is an Equal Opportunity Employer.

By order of the Nottoway County Board of Supervisors, John N. Prosize, Interim County Administrator.

# **NOTTOWAY COUNTY ADMINISTRATOR**

## **GENERAL DEFINITION OF WORK**

Performs high-level administrative, technical, and professional work in directing and supervising the administration of the County government. Works under the broad policy guidance of the Board of Supervisors. Exercises supervision over all County employees under the supervision of the Board of Supervisors either directly or through subordinate supervisors.

## **QUALIFICATIONS, EDUCATION, AND EXPERIENCE**

The following education and experience factors are the expected qualifications for successful performance:

- A bachelor's degree in Public Administration, Business Management, Planning, or a related field; a Master's degree is preferred.
- Five years of successful leadership at a senior local government executive/management level in an organization with comparable responsibilities. Local government experience in Virginia as an administrator, deputy, or assistant is preferred.
- Comprehensive knowledge of the principles and practices of public administration, local government finance, planning, zoning, subdivision development, and the statutory authority and requirements of county government.
- Any combination of education and experience that qualifies an applicant may be considered in lieu of the more specific criteria listed above.

## **ESSENTIAL FUNCTIONS**

- Manages and supervises all departments, agencies, and offices of the County to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments and agencies as needed.
- Provides professional advice to the Board of Supervisors and department heads.
- Makes presentations to boards, commissions, civic groups, and the general public in a concise and easily understandable format.
- Communicates official policies and procedures as approved by the Board to staff and the general public.
- Assures the assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Maintains a positive working relationship with the Board, constitutional officers, coworkers, peers, County residents, and outside agencies.

- Serves as the County Human Resource Official and assures County personnel policies and actions are in compliance with employment laws.
- Recruits, interviews, hires, and manages County professional and clerical staff; delegates responsibility for specific activities to subordinates; supervises and evaluates work of subordinate employees; ensures employees receive proper training and orientation.
- Assures that all County operational procedures and Board decisions comply with federal, state, and local laws and ordinances with the assistance and guidance of the County Attorney, as needed.
- Prepares and submits a preliminary annual County Budget for review and approval by the Board; administers the adopted budget of the County.
- Advises the Board of Supervisors of financial conditions and current and future County needs.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Considerable knowledge of modern policies and practices of public administration; working knowledge of County finance; human resources, public works, and community development.
- Skill in preparing and administering County budgets.
- Skill in planning, directing, and administering County programs and procedures.
- Ability to prepare and analyze comprehensive reports.
- Ability to carry out assigned projects to their completion.
- Ability to communicate effectively, verbally and in writing.
- Ability to establish and maintain effective working relationships with employees, County officials, and the public.
- Ability to apply principles of logical thinking to define problems, collect data, establish facts, and draw conclusions; to interpret an extensive variety of technical instructions in mathematical forms; to deal with abstract and concrete variables.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions.
- Ability to read a variety of informational documents, budget summaries, annual audits, budget worksheets, minutes, and related documents.

### **COMPENSATION AND BENEFITS**

Compensation for the County Administrator will be competitive depending on qualifications and experience. The successful candidate will be offered a generous benefits package including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits as identified in a negotiated employment agreement and other benefits as identified in a negotiated employment agreement.

### **APPLICATION PROCESS**

The application review process will begin immediately and the position will be open until filled. Timely submittal will ensure the most advantageous review. To be considered, please submit a cover letter and resume, with salary expectations and professional references, to John Prorise, Interim County Administrator, P.O. Box 92, Nottoway, Virginia 23955. Physical address is 344 W. Courthouse Road, Crewe, Virginia 23930.