

Madison County, Virginia
Application Instructions

May 13, 2021

Following is supplementary information on this position and application instructions for all interested individuals.

The person appointed as the Madison County Administrator by the Madison County Board of Supervisors will serve as Madison County's chief administrative officer. In addition to a range of local requirements, duties and authority associated with the County Administrator position are articulated in the Code of Virginia.

This employment opportunity is a full-time position that is eligible for VRS retirement, employee health insurance (currently Local Choice-Blue Cross/Blue Shield) benefits, and holiday and vacation/sick paid time off. The current Madison County Personnel Policy is available on the County web site. The hiring rate will be negotiated and will depend on the qualifications of the individual selected.

Applicants are to provide the specified documents and information to the individual listed in the advertisement. Resumes (and limited additional relevant documentation) are encouraged and will be accepted but will not be considered a substitute for a completed County application form. General inquiries by the applicant via telephone or in person are discouraged.

The County will give preference to applicants that have appropriate experience and good people skills. Applicants should clearly articulate the specific certification credentials they currently possess in the application package. Applications will be reviewed on the basis of apparent qualifications.

All applicants are expected to be qualified with applicable experience and certifications and possess a valid driver's license. All applicants must be able to pass a background investigation.