

**Northumberland County  
Employment Notice  
Assistant County Administrator**

Northumberland County is seeking a person to fill the position of Assistant County Administrator which performs complex professional and administrative work in assisting with a broad range of general administrative and management functions of the County government. Work is performed under the general direction of the County Administrator. As needed, serves as chief administrative officer in the absence of the County Administrator. This position requires the candidate to be highly organized and able to meet multiple deadlines and have general knowledge of operations of local government, organizational management, office principles and practices, public procurement, along with other laws, ordinances, and regulations as they relate to local government. This position also requires that the individual have excellent interpersonal skills and handling of public relation issues effectively. Must be able to express ideas effectively and orally and in writing along with speaking publicly. The successful candidate should have a bachelor's degree in public administration, business, or a related field, preferably supplemented by experience in local government operations. Any satisfactory combination of experience and training which provides the required knowledge, skills and abilities are considered. Applicants must submit a completed county application, resume with education, and employment/experience. This position will remain open until filled. Compensation will be dependent on qualifications and experience. The successful candidate will be offered benefits including participation in the Virginia Retirement System (VRS), health insurance coverage, paid time off, professional development support, and other benefits. Applications or the full job description may be obtained from the County Administrator's Office, Northumberland County Courthouse, P.O. Box 129, Heathsville, Va. 22473; or 804-580-7666 (voice), or email Luttrell Tadlock, County Administrator, at [ltadlock@co.northumberland.va.us](mailto:ltadlock@co.northumberland.va.us). Information about this position and application can be found on the County's webpage at [www.co.northumberland.va.us](http://www.co.northumberland.va.us) under employment opportunities. E.O.E.