



POSITION VACANCY

**ASSISTANT COUNTY ADMINISTRATOR
MONTGOMERY COUNTY, VA**

110111-1

Are you an experienced, enthusiastic and passionate local government professional who enjoys making a positive difference in your community? Are you an industrious team player who values integrity and diversity? Montgomery County, the largest county in western Virginia, is looking for qualified individuals for the position of Assistant County Administrator. This position will report directly to the County Administrator, and work closely with the County's other Assistant County Administrator and department heads to provide strategic, operational, and organizational support to the County's departments and agencies.

The Assistant County Administrator will be responsible for assisting with planning, organizing, and directing County departments and initiatives. The position will work closely with a dynamic leadership team in developing organizational policies and operating procedures that align with and support the County's strategic vision. The Assistant County Administrator will represent the County with elected officials, outside boards, agencies, and community organizations. The position will also assist with program development and operations across County departments, and the formulation of new operating procedures and future capital projects.

The successful candidate will have a Bachelor's degree in public administration, business administration, or related field, and a minimum of 10 years of experience in local government operations and/or management, or any combination of training and experience which provides the required knowledge, skills, and abilities. Demonstrated experience working for a local government in a leadership role, with a proven track record of improving services and departmental outcomes highly preferred. The position requires the ability to work well in both professional and casual environments, and the ability to act as an influential advocate in promoting the County with local, state, and national leaders.

The starting salary for this position will depend directly on related qualifications and experience of the candidate. Excellent benefits (paid health, dental and vision; flex spending; life, disability, wellness clinic, VRS retirement, 401/457 supplemental retirement, and much more). For more information or to request application assistance for disabilities, contact Montgomery County Human Resources at 540.394.2007. If this is the position for you, please visit <http://www.montgomerycountyva.gov/HR> to apply. A resume must be attached to the online application, along with a cover letter outlining the reasons you qualify for the position. First review of applications will begin August 30, 2021.

Montgomery County, VA is committed to the principles of diversity and, in that spirit, seeks a broad spectrum of candidates including women, minorities, persons with disabilities, and veterans. As an Equal Opportunity Employer and certified Virginia Values Veterans (V3) organization, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/sexual orientation/gender/identity, national origin, disability or protected veteran status.

