



Assistant/Deputy Administrator for the best little community in Virginia!

Floyd County Virginia

Are you a smart, young local government enthusiast who would like to grow your skills and be a part of our community-minded management team? Or are you a more seasoned professional, with accounting expertise, that would like to apply your skills in our wonderful little county? In either case, are you interested in working in a great area with lively arts and music community, surrounded by mountains, cattle, zip lines, wineries, and long-range country views? Would you like to spend your days in a rural community that boasts gig service to 97% of the county within the year? Then being our new Assistant/Deputy Administrator might be the perfect role for you!

We are looking for a detail-oriented, flexible, and accounting savvy professional who works well with all types of people and projects. The Assistant/Deputy County Administrator plays a critical role, assisting the County Administrator in addressing the County's budget and fiscal issues, and serves as clerk to the board. The Assistant/Deputy County Administrator also plays an integral role in carrying out the Board's policy goals by assisting the Administrator in directing and coordinating the operations of the County's departments and agencies.

Key responsibilities fall into the following categories:

Administrative Leadership

- With policy direction from the County Administrator and the Board of Supervisors, take the lead on preparing the annual budget template, securing departmental requests, developing draft Administration budget recommendations, tracking changes to the draft budget, inputting the final budget into the accounting system, and reporting regularly to the Board and Administrator progress on budget items throughout the year.
- Prepare financial statements, monitor grants, input budget modifications, request loan reimbursement, and handle all budget transfers, carryovers, and close-out.
- Coordinate all audit fieldwork.
- Work directly with Constitutional Officers on financial matters.
- Work with the county leadership team to grow and support county initiatives and address county-level challenges.
- Work with the County Administrator on challenging human resource issues.
- Serve as a deputy in the absence of the County Administrator.

Support to the Board of Supervisors

- Working with the County Administrator and Chair of the Board of Supervisors, prepare twice a month board agenda.
- Prepare and post minutes from the board meetings.

- Prepare and distribute extracts, resolutions, etc.
- Ensure compliance with FOIA, Ethics, and other reporting requirements.
- Work with the County Administrator to develop and implement an annual calendar of agenda items for the Board of Supervisors.
- Serve as the primary records retention officer for County Administration.

The successful candidate must have at least a 4-year degree in accounting, public or business administration, management, finance, or an appropriate mix of education, certifications, and experience. A minimum of five years of progressively responsible administration, accounting, or fiscal experience in a governmental setting is preferred. Excellent interpersonal skills, an ability to work collaboratively, and an aptitude to work to deadlines are all must-have abilities. A valid driver's license and willingness to work from home or the office, are required. Local government experience and knowledge are a plus.

The successful candidate must be a team player, be able to manage a budget and work through the audit process. They must be able to do all this with limited supervision. In terms of approach, the candidate must be a self-starter and be skilled at clear and kind communication, have a positive disposition, be community-minded, and work well with the County Administrator.

The Assistant/Deputy Administrator reports to the County Administrator and is a partner to members of the leadership team. Floyd County offers a full complement of employee benefits including health insurance and paid time off. This is a full-time professional position.

Floyd County is committed to hiring and retaining a diverse workforce. We are proud to be an Equal Opportunity Employer/Affirmative Action Employer, making decisions without regard to race, sex, gender identity, sexual orientation, national origins, creed, religion, disability, genetics, pregnancy, childbirth, or related medical conditions including lactation, age, color, marital status, military status, and any other characteristic protected by federal, state, or local law or regulation.

Applicants should be submitted to careers@floydcova.org and include a resume, cover letter, sample of written work, and a list of three references.