



## Deputy County Administrator for Community Operations

**Chesterfield County, Virginia** (Richmond-Metro Area), a recognized leader and award-winning local government, is seeking a dynamic, innovative and experienced individual who will oversee the Community Operations Division. The Community Operations division employs approximately 700 staff members and its departments provide services for the entire county government to include the school system. The Deputy County Administrator serves on the executive leadership team and reports to the County Administrator.

The Deputy County Administrator leads the operations of the Community Operations division of county government including:

- oversee the administration of programs and services that are available to the residents of Chesterfield County, which includes the following departments: General Services, Information Systems Technology, Library Services, Parks and Recreation, and Risk Management. Additionally, the position will serve as the County Administrator's appointed liaison to Emergency Communications, Fire and EMS, and Police and will also coordinate the working relationship between the county and the three constitutional officers (Circuit Court Clerk, Commonwealth's Attorney and the Sheriff).
- provide consultation to the County Administrator, recommends policies, and sets priorities for consideration by the Board of Supervisors concerning the provision of programs and services administered by the Community Operations division.
- facilitate working relationships with department heads on organizational, financial and administrative strategies to support goals and objectives related to programs and services in the county.
- ensure compliance with federal, state and local laws and ordinances as well as maintains open communication with various sectors of the community, such as the legislative delegation, business community, area governments and county residents.

Applicants must possess a bachelor's degree in business, public administration or related field is required; master's degree is preferred. A minimum of ten years of executive level experience in a comparably sized or larger organization, or an equivalent combination of training and experience. Ideal candidate will have diverse leadership experience and show a high level of interest and successful achievement in public sector management.

Good driving record, pre-employment drug test and extensive background check required.

To review the recruitment profile and application instructions, visit the link [Deputy County Administrator for Community Operations](#) visit <https://www.governmentjobs.com/careers/chesterfieldco> and review the Special Recruitment header.

The application deadline date is **October 18, 2021 at 5 p.m.** Interested applicants should submit a confidential resume with cover letter and must include salary requirements to:

**Mary Martin Selby, Director of Human Resources**  
**Chesterfield County Human Resources**  
**P.O. Box 40**  
**Chesterfield, VA 23832**  
**(804) 748-1551**

**Electronic responses are required and should be directed to**  
[ExecutiveSearch@chesterfield.gov](mailto:ExecutiveSearch@chesterfield.gov)

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