

## **COUNTY OF LOUISA DEPUTY COUNTY ADMINISTRATOR**

### **Summary:**

Reporting directly to the County Administrator, the Deputy County Administrator assists the County Administrator with the day-to-day activities of County government. In this highly visible role, he/she is responsible for the performance of complex administrative and managerial work. The ideal candidate possess a comprehensive knowledge of the principles, practices and techniques of public or business administration including financial analysis and personnel management. Considerable experience with leading and managing government and/or closely related business operations preferred; demonstrated ability to establish and maintain effective working relationships with government officials, customers, and employees; excellent oral/written communication skills required.

### **Essential Functions of the Position:**

- Directs (or assists the County Administrator in the direction of) day to day management of operations and departments, including budget coordination, personnel, and administrative policy matters as required to ensure compliance and maintain operational standards.
- Performs complex financial analysis and research of local ordinances, policies and protocols in support of strategic planning, efficiency and capable citizen services.
- Performs (or assists the County Administrator with) strategic planning, efficiency improvements, performance management and associated efforts.
- Develops recommendations for new programs, policy modifications and ordinances for presentation to the County Administrator and/or Board of Supervisors.
- Works directly with the County Administrator in support of specific initiatives by managing various County projects; reporting results and status of such projects to the County Administrator and, when appropriate, Board of Supervisors.
- Serves as the Chief Administrative Officer for the County in the absence of the County Administrator, as required.
- In concert with the County Attorney, ensures compliance with applicable County, State and Federal laws on day-to-day activities.
- Liaises with the press and media as necessary/directed.
- Receives, investigates and resolves inquiries and concerns from Board members, County staff, public/private agencies, and the general public.
- Represents the County on behalf of the County Administrator, as assigned; meets with individuals, civic and community groups, developers, contractors, and representatives of other governmental agencies, etc., regarding County programs and activities.
- Prepares clear and concise administrative and financial reports and records on an ongoing basis.
- Maintains professional associations; stays abreast of new trends and innovations in the field of County management and administration.

- Performs additional duties as required.

### **Required Knowledge, Skills, and Abilities:**

The position requires a proven and comprehensive understanding of public administration as it relates to communication and constituent and community services and relations. Sound business and management principles, strong analytical, organizational and problem-solving skills, attention to detail along with excellent professional and administrative judgment are also required. Excellent negotiation and consensus building skills and a comprehensive and in-depth knowledge of modern financial principles and practices as well as modern managerial techniques, and technical abilities crucial. Exceptional communication skills, both oral and written as well as excellent customer service skills are also crucial to deal with a broad range of customers.

This position also requires demonstrated leadership capabilities, including a proven ability to manage firmly, but fairly, and to lead and motivate others, with the ability to make difficult recommendations to the County Administrator in a timely fashion.

Ability to make administrative decisions/recommendations independently and in accordance with established laws, regulations and County policies and procedures.

Considerable knowledge of the political and legislative processes, along with a demonstrated ability to establish and maintain successful professional working relationships with outside agencies department heads, County staff, government officials and the citizens is also essential.

### **Training and Education:**

Combination of education equivalent to a bachelor's degree in public administration, political science, government, planning, public policy or related field with applicable government experience (preferably County or municipal). Master's degree desired. Should have at least five or more years of direct experience in a senior management position in related field.

### **Working Conditions:**

- **Environmental:** Work is typically performed in an indoor setting. The department is currently open to the public Monday through Friday from 8:30 a.m. until 5:00 p.m. This position will require a flexible schedule to accommodate the needs of the Department and the County to include evening, weekend and occasional holiday hours.
- **Physical Effort:** Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time. Jobs are sedentary if walking or standing are required only occasionally and all other sedentary criteria are met.
- **Hazards:** The Employee is subject to inside environmental conditions; protection from

the weather conditions. No environmental hazards indicated for this classification.

**Special Conditions or Requirements:**

- Must be willing to submit to a criminal background and Motor Vehicles check.
- Must consent to drug testing consistent with Louisa County's Drug-Free Workplace Policy.
- Must possess a valid Driver's License.
- Must maintain a driving record consistent with insurance industry standards in order to drive a County vehicle.
- Twelve (12) month probationary period.

**Grade and Salary:**

Grade: 132

Salary range: \$116,377.80 - \$192,023.37 DOQ/E

**Disclaimer:**

This information is of a general nature, and is not intended to be a comprehensive description of each and every duty. This position is also responsible for performing other duties as assigned.

EEO /Revised: September 2021