



King and Queen County

Founded 1691 in Virginia

COUNTY ADMINISTRATOR KING AND QUEEN COUNTY, VIRGINIA

King and Queen County is seeking qualified candidates for the position of County Administrator.

The County Administrator serves a five (5) member Board of Supervisors (the “Board”) and is responsible for the administration of all County affairs and offices under the authority of the Board and works closely with all Constitutional Officers. The Administrator is responsible for developing and managing the County’s \$35.5 million budget. The Administrator directly supervises the Finance Department, the Human Resources Department, the Planning and Zoning Department, the Building Official, the office of Emergency Services, the Maintenance Department and serves on a number of local Boards and Commissions.

King and Queen County has recently approved several construction projects which the Administrator will oversee and manage. These include fiber to the home broadband, a new Elementary School, a business development and telework center and a fire/rescue station for the County’s professional staff.

The ideal candidate is a proven leader and professional who has strong interpersonal and communication skills, demonstrated experience in local government functions and who is forward thinking and willing to tackle new projects and challenges. A Bachelors degree in public administration or a related field and five years of local government experience is required. Salary is commensurate with experience. The County is a participant in the Virginia Retirement System and offers Health, Dental and Vision Insurance.

Candidates should submit a cover letter and resume with references to Tina Ammons, Deputy Clerk to the Board at tammons@kingandqueenco.net or by mail to PO Box 177 King and Queen Va., 23085. Applications will be accepted until the position is filled.