



BEDFORD COUNTY EMPLOYMENT OPPORTUNITY

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| Title | Deputy County Administrator |
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| Department | Administration |
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| Location | 122 East Main Street, Bedford, VA |
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| Hours | 8:30 am – 5:00 pm with flexibility as required by position |
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| Description | <p>The position of Deputy County Administrator is the second highest-ranking administrative official of the County government, appointed by and serving under the direction of the County Administrator charged with assisting in the performance and discharge of the responsibilities of that Office. The position has limited executive authority and general administrative and managerial duties, and principally functions as an adjutant to the County Administrator. Primarily continuous administrative and managerial oversight of operational, personnel, logistical/material resource and fiscal/budgetary matters across central county government departments and agencies, and in closely working with all department and agency heads to facilitate effective, efficient, and economic governmental operations.</p> |
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Please see a full Position Profile at:

<https://www.bedfordcountyva.gov/Home/Components/JobPosts/Job/2512/2118>

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| Requirements | <p>Minimum Requirements Include:</p> <ul style="list-style-type: none">• Bachelor's degree in fields and disciplines such as (but not limited to) public administration, municipal management, political science, government, management, business administration, urban and regional planning, accounting, finance, economics, sociology and/or civil engineering.• Valid Commonwealth of VA driver's license and acceptable driving record.• Bedford County residency within one (1) year of appointment. <p>Preferred Experience includes:</p> <ul style="list-style-type: none">• Master's degree-level or higher academic education.• Employment experience of similar scope, character and nature within the Commonwealth of Virginia at the municipal or county level of government.• A demonstrated, dedicated career path in local government administration with a minimum of five (5) years combined experience with at least two (2) consecutive years in a single, similar post. <p>Bedford County maintains a safe, drug-free workplace for its employees. Drug screening, driving record check, a criminal background check, and previous employer references are required for all positions as conditions of pre-employment. <i>EOE / ADA / Minorities / Females / Vets</i></p> |
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| Hiring Range | \$100,952 - \$133,762 Actual Salary dependent on qualifications and experience. |
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| Apply | Please submit a letter of application, detailed resume with salary history and five (5) work related references to: |
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| Mail: | Department of Human Resources County of Bedford, VA 122 East Main Street, Suite 202 Bedford, VA 24523 |
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| Email: | hrinfo@bedfordcountyva.gov |
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| FAX: | (540) 587-0710 |
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| Date Posted | June 1, 2022 | Deadline | Application review begins July 5, 2022; however, position remains open until filled. |
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