



**Don G. Gill**  
County Administrator

# COUNTY OF LANCASTER

FOUNDED 1651 IN VIRGINIA

**LANCASTER COURTHOUSE**  
**8311 MARY BALL ROAD**  
**LANCASTER, VIRGINIA 22503**

**804-462-5129**  
**804-462-0031 (FAX)**  
**www.lancova.com**

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## COUNTY OF LANCASTER

### EMPLOYMENT OPPORTUNITY

#### **ASSISTANT COUNTY ADMINISTRATOR / ECONOMIC DEVELOPMENT DIRECTOR**

Lancaster County is seeking an Assistant County Administrator whose primary focus will be directing and coordinating the Economic Development interests of the county. A secondary focus will be assisting the County Administrator with the broad range of complex administrative and management functions of County government. This position will serve as support staff to the Board of Supervisors, Economic Development Authority and the Lancaster 2035 Committee and may represent the County on regional boards and commissions.

Minimum qualifications include: a bachelor's degree in public administration, marketing or other public sector related field (preferred) and 2-5 years' experience in local government operations (preferred), but an equivalent combination of training and experience which provides the required knowledge, skills and abilities to perform the job will also be considered; a valid Virginia driver's license; and a general knowledge of federal, state and local laws and regulations as they relate to local government operations. A history of supervisory experience is desirable, but not mandatory.

This is a full-time position with benefits. Salary commensurate with experience. Lancaster County is an equal opportunity employer. Contact the county administration office at 8311 Mary Ball Road, Lancaster, VA 22503, 804-462-5129, FAX 804-462-0031 or our website [www.lancova.com](http://www.lancova.com) for a detailed job description and application. Resumes are welcome, but must be accompanied by a county employment application. Complete applications should be sent to the aforementioned address, Attention: Don G. Gill, County Administrator and be received by 5 PM on August 15, 2022. Interviews are expected to begin shortly thereafter, but the position remains open until filled.