



Prince George County, Virginia Deputy County Administrator

SALARY	\$119,697.00 - \$191,515.00 Annually	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	DCA092027
DEPARTMENT	COUNTY ADMINISTRATION	OPENING DATE	09/27/2023
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified applicants for the position of Deputy County Administrator. This position will be responsible for assisting with the administration of the County; administering, directing and overseeing various County Departments as assigned; coordinating work with the County Administrator and department directors; undertaking special projects; attending meetings; conducting research; maintaining records and files; preparing reports.

For the complete job description, click [here \(Download PDF reader\)](#).

Qualification Requirements

Comprehensive knowledge of the functions and organizations of local government; comprehensive knowledge of standard office procedures, practices and equipment; thorough knowledge of planning and community development philosophies, practices and techniques; knowledge of budget development and management principles; knowledge of legislative processes related to local government; knowledge of relevant federal and state laws, and county ordinances; ability to research and prepare reports; ability to develop technical specifications for requests for proposals; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County and municipal officials, associates and the general public.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in business or public administration, planning or related field; with a master's degree preferred. In addition, the candidate must have extensive increasingly responsible experience in local government administration to include a minimum of eight (8) years of progressively more responsible work experience including five (5) years of supervisory experience and relevant experience in a senior management level such as Director, Assistant Director or higher.

Additional Information

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

To apply online visit our website at www.princegeorgecountyva.gov. To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Agency

Prince George County, Virginia

Phone

804.722.8669

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Website

<http://www.princegeorgecountyva.gov/>