

Assistant County Administrator



Category: Exempt
Department: County Administration
Job Code: 1004
Pay Range: \$96,145 - \$127,392

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

The position of Assistant County Administrator for Bedford County is the third highest-ranking administrative official of the Bedford County government. This position serves in an executive role working in partnership with the County Administrator and Deputy County Administrator and performs complex professional and administrative work with considerable independence, broad latitude and judgment. The Assistant County Administrator shares oversight of departments with the County Administrator and Deputy County Administrator, with a focus on operational departments and functions. This includes, but is not limited to, Public Works, Solid Waste (collection, transfer and disposal), Risk Management, Fleet, the Animal Shelter and related capital projects. Continuous administrative and managerial oversight of operational, personnel, logistical and budgetary matters across departments to facilitate effective, efficient, and economic operations is required. The position is situated within the Office of County Administration.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Collaborates with the County Administrator and Deputy County Administrator in overseeing County operations.
- Provides overall direction, coordination, and evaluation of assigned departments.
- Provides leadership and serves as project manager for multi-departmental projects, ensuring effective coordination among departments and work groups.
- Assists in the development and implementation of strategic plans.
- Ensures County compliance with all local, state and federal requirements for assigned departments, including safety, transportation and environmental regulations for waste management and licensing requirements for the Animal Shelter.
- Listens to and responds to public requests and complaints; performs necessary research as to the nature and cause of issues and identifies related information; develops recommendations for resolution.
- Represents the County at official and unofficial meetings, events and functions and may be authorized or directed, including specific designation or appointment as the County's official or lawful representative or liaison to various other boards, authorities, commissions, committees, advisory bodies and other entities.

- In coordination with the Deputy County Administrator and the Director of Finance, coordinates, oversees and assists in the preparation of annual operating and capital budget requests at the departmental/agency level in consultation with department/agency heads, and monitors the management and expenditure of funds appropriated to departmental/agency operating and capital budgets on a continuing basis.
- Contributes to development of personnel/human resources policies, procedures and practices in collaboration with the County Administrator, Deputy County Administrator, Director of Human Resources and County Attorney, and monitors and oversees general compliance with same at the departmental level.
- Participates in the recruitment and hiring process of various County positions specifically related to vacancies in the operational departments under the direction of this position.
- Acts as coordinator and staff support for various formal and ad hoc committees and advisory boards of the Bedford County Board of Supervisors as required.
- As directed by the County Administrator or otherwise necessary and/or appropriate for the position, researches, prepares and presents/distributes reports, documents, correspondence, memoranda, presentations, etc. on various matters pertaining to County government operations, concerns, issues and interests.
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in public policy, business management, environmental science, environmental engineering, or related field as well as substantial work experience at a leadership level required. Any equivalent combination of education, training, and professional experience which provides the requisite knowledge, skills, and abilities for this job may be considered. Experience in local government preferred.

Must possess a valid Commonwealth of Virginia driver's license, proof of insurance required to drive on County business, and acceptable driving record.

Possession of Virginia Commercial Pesticide Operator's License or Registered Technician and/or Virginia Waste Management Facility Operator's License and experience in solid waste management including landfill operations desirable.

Knowledge, Skills and Abilities:

- Knowledge of the principles and practices of County or municipal administration.
- Knowledge of various informational resources and professional contacts useful to the position
- Knowledge of methods, practices, and procedures involved in operation and maintenance of transfer and solid waste disposal facilities and equipment
- Knowledge of the principles and practices of civil engineering and construction

- Knowledge of buildings and maintenance, fleet maintenance and related public works operations
- Skill in business writing and narrative composition.
- Skill in the practical and interpersonal tasks associated with administrative and managerial activities within a modern local government work environment.
- Skill in effective communication, both verbally and in writing.
- Skill in the use of computers and software applications related to the essential functions of the job.
- Skill in current Microsoft Office Suite software applications, including Outlook, Word, Excel, PowerPoint, and Adobe Acrobat (PDF)
- Ability to compose clear and concise e-mails, reports, presentations, minutes, memoranda, and letters.
- Ability to speak tactfully and succinctly in public or large group setting.
- Ability to maintain professional poise and demeanor.
- Ability to accomplish assigned responsibilities and tasks under general direction with no immediate supervision.
- Ability to establish and/or meet achievable deadlines consistently and be able to engage with County, local, state, and federal elected and appointed officials, employees and the public to discuss issues courteously and effectively.
- Ability to earn and maintain the trust and respect of and establish and maintain productive working relationships with the County Administrator, Deputy County Administrator, elected and appointed local, state, and federal officials, County employees, media and the public.

PHYSICAL/MENTAL DEMANDS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made for individuals with disabilities.

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amounts of force frequently or constantly. Additionally, the following physical abilities are required:

- Hearing: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Speaking: Expressing or exchanging ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Visual acuity: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

WORKING CONDITIONS

Work is performed primarily indoors in a relatively safe and secure work environment. This position is generally not subject to adverse environmental conditions.

Qualified applicants are encouraged to submit an application, cover letter and resume with three (3) professional references and two (2) personal references to hrinfo@bedfordcountyva.gov.

First review of applications will occur on December 4, 2023; however the position will remain open until filled.