



**WESTMORELAND COUNTY, VA**  
**VACANCY ANNOUNCEMENT – DECEMBER 1, 2023**  
**ASSISTANT COUNTY ADMINISTRATOR**

The County of Westmoreland is seeking applicants for the full-time, exempt position of Assistant County Administrator. Salary Range: \$91,410.00 Minimum; \$111,329.00 Midpoint; \$131,250.00 Maximum (DOQ). The position will be responsible for performing complex professional and administrative work assisting with a broad range of general administrative and management functions of the County government and does related work as required. Work is performed under the general supervision of the County Administrator. Assistant County Administrator acts in the absence of the County Administrator and supervision is exercised over County staff, as assigned. This position will entail a high level of responsibility and the ability to work in a team environment. The ability to multitask and track multiple requirements is preferred. Use of Microsoft Office software programs Word, Excel, and PowerPoint is preferred. Minimum Qualifications: are a bachelor's degree from an accredited college or university with major course work in public administration, political science or related field supplemented by extensive experience in government administration; any combination of education and experience equivalent to graduation from an accredited college or university. Must have a valid driver's license and reliable transportation.

Applications may be obtained online at [www.westmoreland-county.org](http://www.westmoreland-county.org), by calling the Westmoreland County Administrator's Office at (804) 493-0130, or in person at 111 Polk Street, Montross, VA 22520. Deadline: Open until filled. EOE.



**WESTMORELAND COUNTY, VIRGINIA  
VACANCY ANNOUNCEMENT – DECEMBER 1, 2023  
ASSISTANT COUNTY ADMINISTRATOR**

FLSA Status: Exempt

**GENERAL DEFINITION OF WORK:** Performs complex professional and administrative work assisting with a broad range of general administrative and management functions of the County government and does related work as required. Work is performed under the general supervision of the County Administrator. Assistant County Administrator acts in the absence of the County Administrator and supervision is exercised over County staff, as assigned. This position will entail a high level of responsibility and the ability to work in a team environment. The ability to multitask and track multiple requirements is preferred. Use of Microsoft Office software programs Word, Excel, and PowerPoint is preferred.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

- Assisting the County Administrator with special projects and daily administration; representing the County on committees and task forces; coordinating work with County Administrator and department directors; supervising several designated programs; and preparing reports.

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Assists County Administrator in policy development and implementation.
- Supervises programs and services funded by intergovernmental revenues; prepares necessary documentation and coordinates work with other program officials.
- Investigates and resolves complaints and special service requests in accordance with established policies; recommends appropriate actions.
- Assists County Administrator in regular administration of County programs and personnel such as the Land Use office.
- Works with appointed and elected officials from other jurisdictions and levels of government, as needed.
- Resolves controversial, delicate and difficult issues involving the public, special interest groups, businesses, appointed officials from other jurisdictions and elected officials.



- Represents the County Administrator at Workforce Investment Board, Middle Peninsula Community Services Board, conferences, task forces, commissions, etc., as requested.
- Fulfills duties and responsibilities of County Administrator in his/her absence.
- Prepares grant applications and manages programs related to Homeland Security, Community Development and other related programs.
- Serves as Deputy Emergency Services Coordinator.
- Assists local tourism council and coordinates special events.
- Performs related tasks as required.

#### KNOWLEDGE SKILLS AND ABILITIES:

Comprehensive knowledge of local government management and organization principles, practices and techniques; comprehensive knowledge of the organization, function and methods of operation of the County's legislative, executive staff and operational departments; general knowledge of the theories, principles and practices of public personnel administration; ability to analyze a variety of complex administrative problems, to make sound recommendations for their solutions and to prepare working procedures; ability to communicate ideas effectively, orally and in writing; ability to establish and maintain effective working relationships with County, state and other officials; civic and business leaders; Board of Supervisors, employees and the general public.

#### EDUCATION AND EXPERIENCE:

The qualifications for this position are a bachelor's degree from an accredited college or university with major course work in public administration, political science or related field supplemented by extensive experience in government administration; any combination of education and experience equivalent to graduation from an accredited college or university. The salary range for this position is \$91,410.00 – \$131,250.00.

#### PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications; visual acuity is required for preparing and analyzing written or computer data, operation of machines, motor vehicles and equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

#### SPECIAL REQUIREMENTS:

Possession of a driver's license.





# APPLICATION FOR EMPLOYMENT

Please provide complete and legible information. An incomplete application may affect your consideration for employment. If necessary, attach a separate sheet for additional information.

Westmoreland County is committed to a policy of Equal Employment Opportunity and will not discriminate against an applicant or employee based on race, color, religion, creed, national origin or ancestry, sex, age, physical or mental disability, veteran or military status, genetic information, sexual orientation, marital status, or any other legally recognized protected basis under federal, state, or local law. The information collected by this application is solely to determine suitability for employment, verify identity, and maintain employment statistics on applicants.

Applicants with disabilities may be entitled to reasonable accommodation under the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Westmoreland County. Please inform the County's personnel representative if you need assistance completing this application or to otherwise participate in the application process.

## GENERAL INFORMATION

Full Name	_____	Date	_____
	FIRST MIDDLE LAST		
Address	_____		
	STREET CITY STATE ZIP CODE		
Phone Number ( )	_____	Date available for work	_____
Email (optional)	_____		
Are you legally authorized to work in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Do you now, or will you in the future, require immigration sponsorship for work authorization (e.g., H-1B)? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If hired, verification will be required consistent with federal law.			
Are you at least 18 years old? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, you may be required to provide authorization to work.			
Do you have a driver's license? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Operator <input type="checkbox"/> Commercial (CDL)			
Driver's license number _____ State of issue _____ Expiration date: _____			

## POSITION INFORMATION

Position applied for: _____	Salary range expected: _____
Applying for: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Seasonal/Temporary	

## EDUCATION

Type of School	School Name and Location	Number of Years Completed	Diploma, Degree, or Certificate Received	Course of Study or Major
High School (or G.E.D. equivalent)				
College or University				
Graduate School				
Vocational or Trade School				
Other				

## BACKGROUND INFORMATION

For the purpose of verifying information on this application, have you ever worked or attended school under a different name at any of the organizations you have listed?    ☐ Yes    ☐ No    If yes, specify name. \_\_\_\_\_

## PERSONAL REFERENCES

List three personal references (other than those listed as a current/former supervisor) that we may contact:	
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____
Name _____	Phone No. (____) _____
Email Address _____	Type of Acquaintance _____

## EMPLOYMENT RECORD

List all employment experience for the past ten years, starting with the most recent or present employer, including US military service or training. Using a separate section for each position, describe in detail all work experience. You may include as part of your employment history any verifiable work performed on a volunteer basis. Résumés not be substituted in lieu of completing the following employment information.

Current Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ May we contact? <input type="checkbox"/> Yes <input type="checkbox"/> No Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>
Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>
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Employer _____ Geographic Location _____ Your Position _____ Supervisor's Name/Title _____ Primary responsibilities _____ _____	Phone ( ) _____ From _____ <div style="text-align: center;">Month      Year</div> To _____ <div style="text-align: center;">Month      Year</div>

How did you learn about the position? Check all that apply:

- ☐ Westmoreland County's website     
 ☐ Recruiter     
 ☐ Word of mouth     
 ☐ Other  
☐ Careers website or job board (Monster, Indeed, CareerBuilder, etc.)     
 ☐ Social media (LinkedIn, Facebook, etc.)

Have you worked for Westmoreland County before?

☐ Yes    ☐ No    If yes, when? \_\_\_\_\_ Job title: \_\_\_\_\_

Relatives of current employees of Westmoreland County will not be hired if they would be working for, or directly supervising, a current employee. If you receive a conditional offer of employment, you may be asked to identify any relative who is a current employee of Westmoreland County. For purposes of this policy, "relative" is defined as any person who is related by blood or marriage, or whose relationship with the employee is similar to that of people who are related by blood or marriage.

**PLEASE READ CAREFULLY AND INITIAL EACH PARAGRAPH BEFORE SIGNING**

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment drug test after receiving a conditional offer of employment and must receive a negative result for illegal drug use before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment medical examination after receiving a conditional offer of employment and must meet the qualifications for the position, with or without reasonable accommodation, before being permitted to commence work with Westmoreland County.

\_\_\_\_\_ Initials

I understand that, where permissible under applicable federal, state, or local law, I may be subject to a pre-employment background check after receiving a conditional offer of employment to investigate my criminal background and other matters related to my suitability for employment. I understand that a separate disclosure and consent form will be provided to me prior to any background check.

\_\_\_\_\_ Initials

I understand that employment with Westmoreland County is also contingent on my providing sufficient documentation necessary to establish my identity and eligibility to work in the United States.

\_\_\_\_\_ Initials

I authorize Westmoreland County and its representatives to contact my current and former employers (with the exception of my current employer, if I have marked "May we contact?" on page 3 of this application as "No"), schools, references, and other persons or organizations I have named in this application for the purpose of verifying the information I have provided. I release my current and former employers, schools, references, and other persons or organizations named in this application from any liability resulting from the information released. I authorize employers, schools, and other persons or organizations named in this application to provide any information or transcripts requested.

\_\_\_\_\_ Initials

I hereby certify that, if employed, my employment with Westmoreland County will not conflict with, violate, breach, or result in default under, any contract, agreement, or understanding that I am a party to or am bound by, including any non-solicitation, non-competition, or other similar post-employment restriction or agreement I have with any current or former employer, other than the contracts, agreements, covenants, or understandings I have disclosed in this application, if any.

\_\_\_\_\_ Initials

I understand and agree that, if hired, my employment will be at will, which means employment is for an indefinite period of time and may be terminated by myself or Westmoreland County at any time, with or without cause, and with or without notice.

\_\_\_\_\_ Initials

I certify that all of the above information is true and complete and I understand that any falsification or omission of information made by me may disqualify me from further consideration for employment or, if hired, may result in my termination at any time during the period of my employment, regardless of the amount of time that has passed.

\_\_\_\_\_ Initials

Note: An offer of employment is conditioned upon complying with Westmoreland County's requirements including, but not limited to, signing a separate disclosure and consent form prior to any background check.

**MY SIGNATURE IS EVIDENCE THAT I HAVE READ AND AGREE WITH THE ABOVE STATEMENTS.**

Applicant's signature \_\_\_\_\_

Date \_\_\_\_\_