



York County  
**Assistant County Administrator**

<b>SALARY</b>	Depends on Qualifications	<b>LOCATION</b>	Yorktown, VA
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	39ACA-1850
<b>DEPARTMENT</b>	County Administration	<b>DIVISION</b>	CA-ADMINISTRATION
<b>OPENING DATE</b>	05/03/2024	<b>CLOSING DATE</b>	6/2/2024 11:59 PM Eastern

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### Description

Performs complex professional leadership and administrative work, with primary responsibility for operations in the areas of Finance, Budget, Real Estate Assessments, and other areas as assigned, and for establishing and maintaining a County wide performance measurement, management, evaluation, and reporting system.

Work is performed independently under the general supervision of the County Administrator. Incumbent exercises independent judgment within established policies, procedures and professional guidelines. Supervision is exercised over all subordinate personnel within a specific area of assignment. The County Administrator may assign managerial oversight of departments, policy teams, ad hoc projects, and/or standing project teams; the County Administrator may change such assigned departments and projects at any time based on organizational needs.

**APPLICANTS MUST ATTACH COVER LETTER AND RESUME.**

### Minimum Qualifications

Any combination of education and experience equivalent to a Master's Degree in public administration, business administration, or a closely related field, and 6-9 years of management experience in the public sector.

Local government management and administrative experience is preferred.

Licensure as a Certified Public Accountant is preferred.

### Supplemental Information

Requires a valid driver's license issued by the Commonwealth of Virginia.

The selected candidate is required to reside in York County, following appointment to the position.

### Physical Demands

Must be physically able to operate a variety of machinery and equipment including a typewriter, computer, copier, calculator, etc. Must be able to exert a negligible amount of force to move objects.

A complete description of the job duties and physical demands are available: [View Document](#)

To view our Total Compensation Calculator, click [here](#).



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**Agency**

York County

**Address**

224 Ballard Street  
P. O. Box 532  
Yorktown, Virginia, 23690

**Phone**

757-890-3687

**Website**

<http://www.yorkcounty.gov/humanresources>

## Assistant County Administrator Supplemental Questionnaire

**\*QUESTION 1**

Have you included your cover letter, resume, and all other required items described in the job announcement?

- Yes  
 No

**\*QUESTION 2**

Were you encouraged to apply for this particular position by a current York County government employee? If so, please write their full name and the department or division they work in below. Otherwise, write N/A.

**\*QUESTION 3**

Are you a current York County government employee? (This does not include the employment with the Offices of General District Court, York-Poquoson Social Services, Colonial Behavioral Health, or York County Schools)

- Yes  
 No

\* Required Question