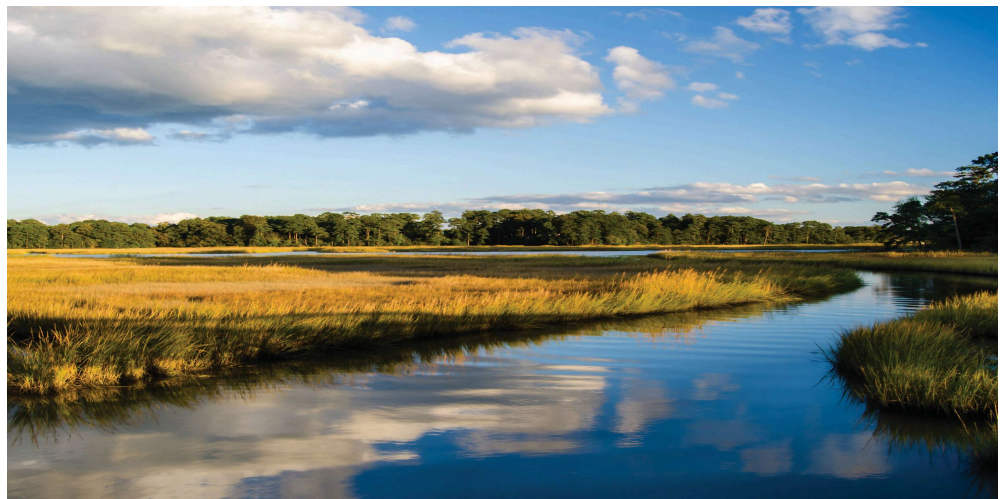




Isle of Wight County Assistant County Administrator

SALARY	\$104,816.00 - \$137,755.00 Annually	LOCATION	Isle of Wight, Virginia 23397
JOB TYPE	Full-time	JOB NUMBER	1
DEPARTMENT	County Administration	OPENING DATE	04/08/2025
CLOSING DATE	Continuous		

Description



Isle of Wight County invites candidates for our Assistant County Administrator position, which is responsible for assisting the County Administrator in managing the daily operations of county programs and activities. This position provides supervision and guidance to the department heads or assigned departments by fostering effective collaboration between departments, facilitating coordination, and problem-solving as needed.

In the absence of the County Administrator, this position may assume the Administrator's responsibilities, ensuring the continued operation of county functions and departments.

Examples of Duties

- Plans, coordinates, and directs the work of County administrative departments and agencies as assigned.
- Interprets and explains administrative policies and decisions.
- Resolves interdepartmental and interagency conflicts and problems.
- Coordinates, edits, and compiles information from administrative departments and other agencies in preparation of the Board of Supervisors' meeting agendas.
- Coordinates and/or conducts research into organization administration and administrative functions; investigates situations; secures information and considers alternatives; and implements appropriate improvements and/or solutions.
- Coordinates the preparation of requests and reports by departments and agencies
- Provides direction and daily supervision to the directors of administrative divisions/ departments as assigned; and serves as liaison between those divisions/departments and the County Administrator
- Manages the oversight of administrative departments' annual County budgets and controlling expenditures
- Drafts, recommends, and implements administrative policies and procedures.
- Attends meetings as a representative of the County Administrator and gives talks to civic groups.
- Attends Board meetings, retreats, and workshops and serves as staff aide to the County Administrator.
- Provides staff assistance to various boards, committees, and agencies and works with members of Boards, committees, and County Staff regarding special projects and assigned programs.
- Confers with persons requesting service or issuing complaints concerning County programs, services, and activities. Works to resolve complaints within established policies and procedures.
- Performs a variety of work in creating and coordinating communications efforts and other County-wide activities with the objective of proactively enhancing the County's image through sound community relations and reliable dissemination of public information.
- Serves as the County's Public Information Officer for emergency and non-emergency operations.
- Represents the County's interests to State and federal legislators and provides presentations to legislative committee as necessary.
- Serves as acting County Administrator when required and/or directed
- Observes all approved safety and health policies and procedures pertaining to an employee's work activities and performs all work tasks in a safe and healthy manner in accordance with County policy.
- Performs other assigned duties.

PHYSICAL DEMANDS:

Sedentary work: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Requires the use of fingers, grasping, handling, hearing, kneeling, lifting, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity, and walking.

Required Qualifications

MINIMUM REQUIREMENTS:

- Bachelor's degree in relevant field or equivalent;
- Eight (8) years of progressively responsible work experience;
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES/CERTIFICATIONS:

- Driver's License valid in the Commonwealth of Virginia.

IDEAL CANDIDATE:

- **Organizational Knowledge:** Extensive understanding of the structure and functions of County government, including various departments and their roles.
- **Administrative Expertise:** Solid grasp of modern administration principles, ensuring efficient and effective operation of governmental functions.
- **Legal and Regulatory Knowledge:** In-depth knowledge of State laws and regulations impacting government operations, ensuring compliance with legal standards.
- **Research and Decision-Making:** Proficient in identifying and gathering sources of information necessary to prepare comprehensive research reports and make informed administrative decisions.
- **Policy & Procedures Familiarity:** Well-versed in ordinances, policies, and procedures, ensuring smooth implementation and enforcement.
- **Work Planning & Organization:** Strong ability to plan, prioritize, and organize tasks to meet deadlines and achieve project goals efficiently.
- **Interpersonal Relations:** Demonstrated ability to maintain professional relationships with colleagues, stakeholders, and the public.
- **Communication Skills:** Excellent verbal and written communication skills, ensuring clear and effective dissemination of information.
- **Project Management:** Ability to define objectives, assign priorities, and successfully complete projects within established timelines.

Supplemental Information

Qualified candidates should submit their application package online.

This position will remain open until filled; however, interested applicants are strongly encouraged to apply no later than May 5, 2025.

Following this date, we will begin reviewing applications. Interviews will be offered to those candidates selected.

Please Note: All County employees may be required to report to serve our customers during emergency conditions. While some will perform their regular duties, others may be assigned to report at a different time and location and to perform different duties from their regular jobs. Employees will either be deemed essential personnel and provide services that must continue regardless of or pursuant to a state of emergency or will be deemed nonessential personnel that will be required to report to work in an emergency if they receive an assignment to shelter duty or other duty.

Employer

Isle of Wight County

Address

17090 Monument Circle, Suite 108

Isle of Wight, Virginia, 23397

Phone

(757) 365-6266

Website

<http://www.co.isle-of-wight.va.us/>