

**County Administrator
Halifax County, Virginia**

Halifax County, Virginia (population 33,811) is accepting applications for the position of County Administrator. Halifax County is located in south-central Virginia and is the fourth largest county in Virginia based on land size, covering 817.73 square miles. The County has a FY26 budget of approximately \$192.2 million and a nine-member Board of Supervisors.

This position serves as the Chief Administrative Officer of the County government. The successful applicant must demonstrate strong communication skills; interpersonal skills; solid planning and decision making skills; accounting or financial management skills; public relations skills; ability to create and maintain positive working relationships with other local governmental bodies, regional organizations, state and federal agencies; exhibit the highest degree of honesty and integrity; and a documented record of successful management of a multi-department organization and at least five years of managerial experience in the public sector. The County Administrator must be a hands-on person with the ability to interface with staff, the Board and the public.

The desired candidate will possess a Bachelor's Degree in Public Administration, Planning, Business Management or a related field from an accredited college or university along with experience in the areas of economic development, finance, procurement, human resources, solid waste, budgeting and planning.

Additional Qualifications Preferred:

- Master's degree in Public Administration or related field
- Experience working with rural communities and economic development initiatives
- Strong background in intergovernmental relations and grant administration
- Demonstrated experience in organizational leadership during periods of transition

Interested applicants should send a letter of interest, a resume including salary history and a completed County application by first class mail, hand delivery or electronic mail to Nancy C. Spencer, Senior Administrative Assistant, 1050 Mary Bethune Street, PO Box 699, Halifax, VA 24558 by 4:00 p.m. on September 15, 2025. Electronic submissions may be submitted to ncs@co.halifax.va.us. County application forms may be obtained at <https://www.halifaxcountyva.gov/213/Halifax-County-Job-Openings>

Halifax County is an Equal Opportunity Employer. All offers of employment for this position will be contingent on successful completion of drug screening, criminal background and credit background investigation.