

# **Amelia County, Virginia**



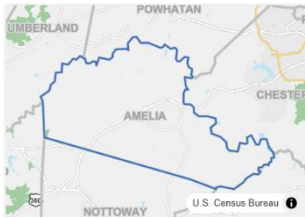
## **Position Profile**

**Deputy County Administrator/ Finance Director**



## DEPUTY COUNTY ADMINISTRATOR/FINANCE DIRECTOR POSITION PROFILE AUGUST 2025

Amelia County is located just southwest of Richmond in the Commonwealth of Virginia. The county is located in Central Virginia and is included in the Greater Richmond Region. Its county seat is Amelia Court House and was founded in 1734.



### County Government & Organization

Amelia County uses the traditional form of county government. The Board of Supervisors consists of five members who are elected by the voters for a term of four years each. Amelia County has five elected Constitutional Officers. Constitutional Offices include Commonwealth's Attorney, Sheriff, Commissioner of Revenue, Treasurer, and Clerk of the Circuit.

### The Position

Under the direction of the County Administrator, the Deputy County Administrator plays a vital leadership role in the oversight and coordination of day-to-day county operations. This position serves as a primary point of contact for resolving complex professional, administrative, and managerial issues across departments.

The Deputy County Administrator is responsible for the daily management of the Finance Department and other departments as assigned. In the absence of the County Administrator, this position serves as the chief administrative and operating officer.

This position reports directly to the County Administrator and exercises organizational supervision over assigned personnel and departmental functions within the county government.

### Priorities

The county has identified the following priorities for the Deputy County Administrator:

- Foster strong, collaborative, and positive relationships with the Board of Supervisors, department heads, partnering agencies, and the community to ensure alignment and transparency.
- Assess current Finance Department operations and develop recommendations for improving processes as needed.
- Become familiar with active projects and manage projects as assigned.
- Collaborate with the County Administrator and department heads on the upcoming FY27 Budget.
- Work with the County Administrator to align priorities and plan organizational improvements.

### Education Requirements

- Bachelor's degree in public administration, business management, accounting, finance, or related field and six or more years of experience in an administrative capacity in local government, or equivalent combination of education and experience.
- Previous municipal or county government experience strongly preferred.

The starting annual salary for this position is \$107,489 to \$150,000.00, depending on experience. The County offers a competitive benefits package including health, dental, life insurance, and retirement plan through the Virginia Retirement System.

Applications should be submitted to: [maribeth.smith@ameliacova.com](mailto:maribeth.smith@ameliacova.com)

Strong preference will be given to applicants who submit materials by 5 p.m. on September 2, 2025. The position will remain open until filled.



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### **Work Environment**

Work is primarily performed in an office environment; sedentary and requires sitting and/or using various computer equipment.

### **EOE / ADA Statement**

Amelia County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Application materials requested include a county application, cover letter, resume, and work-related references. The position will remain open until filled.