

**County Administrator
Middlesex County, Virginia**

Middlesex County, Virginia (population 10,774) is accepting applications for the position of County Administrator. Middlesex County is located in Virginia's Middle Peninsula on the Chesapeake Bay. The boating and camping capital of the state and home to Virginia's Urbanna Oyster Festival, Middlesex County is a picturesque rural coastal County. The County has a FY26 budget of approximately \$37 million and a 5-member Board of Supervisors elected by district.

Under minimal supervision from the Board of Supervisors, the County Administrator performs complex supervisory and administrative work managing the County government. Work involves being the chief administrative officer for Middlesex County, representing the Board of Supervisors in all areas of the operation of the local government; coordinating and directing County operations; managing department heads, subordinate staff, and affiliated agencies. Additionally, the work involves making policy recommendations to the Board of Supervisors and carrying out Board directives. This position is the main point of contact for citizens who have questions or concerns about County government. The employee must demonstrate considerable understanding of the operation of rural coastal county government in Virginia, initiative and sound judgment in all phases of work, and courtesy with frequent contacts with County employees, other government officials, and the general public.

The successful applicant must demonstrate strong communication skills; interpersonal 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; solid planning and decision making skills; accounting or financial management skills; 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. This position is a contract employee who reports to the Board of Supervisors. The preferred hiring range is \$125 K – \$170K.

The desired candidate should possess a Bachelor's Degree in Public Administration, Planning, Management, or a related field from an accredited college or university, along with experience in the areas of finance with emphasis on financial system software conversion, management, human resources, planning, budgeting, and procurement.

Additional Qualifications Preferred:

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

Position open until filled. 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 Ann Marie Ricardi, Assistant County Administrator, 877 General Puller Hwy, PO Box 420, Saluda, VA 23149 by 4:00 p.m. on October 30, 2025, for consideration in the first

review of candidates. Electronic submissions may be submitted to a.ricardi@co.middlesex.va.us. County application forms and a detailed job recruitment notice are available at <https://www.co.middlesex.va.us/jobs.aspx>.

Middlesex 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.