



Prince George County, Virginia County Administrator

SALARY	Depends on Qualifications	LOCATION	County of Prince George, VA
JOB TYPE	Full-Time	JOB NUMBER	CA122025
DEPARTMENT	County Administration	OPENING DATE	12/04/2025
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is seeking an experienced professional to serve as County Administrator. The County Administrator, appointed by the Board of Supervisors, will lead the operations of the County government, balance the day to day needs of the County's citizens while guiding the development of services and facilities that support a growing community. Serves in an advisory capacity to the Board of Supervisors.

For the complete job description, click [here](#).

For the Recruitment Brochure, click [here](#).

Qualification Requirements

Thorough knowledge of the principles and practices of public administration; thorough knowledge of public utility construction and infrastructure; comprehensive knowledge of local government finance practices; comprehensive knowledge of the laws, ordinances and regulations underlying a county government to include legislative process on both the state and federal level; ability to write clear and concise reports, memoranda, directives and letters; ability to analyze complex problems and develop comprehensive plans from general instructions; ability to plan and direct the work of a large workforce; ability to establish and maintain effective working relationships with department heads, Board of Supervisors and the general public.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college with a bachelor's degree in business or public administration, planning or related field; with a master's degree preferred. In addition, processing managerial experience, preferably in the public sector, is desired. The successful individual must be able to demonstrate experience and proven success in finance and budget, growth management, strategic planning, staff development and collaboration with residents and outside agencies.

Additional Information

Possession of an appropriate driver's license valid in the Commonwealth of Virginia; County residency is required.

To apply online[click here](#). To be considered for this position, applicants must fill out a County application which can be completed online. For additional information, please call (804)722-8669. EOE.

Employer

Prince George County, Virginia

Address

Prince George County
6602 Courts Drive
Prince George, Virginia, 23875

Phone

804.722.8669

Website

<http://www.princegeorgecountyva.gov/>

County Administrator Supplemental Questionnaire

*QUESTION 1

How many years of public-sector or municipal leadership experience do you have?

- ☐ None
- ☐ 1 - 2 years
- ☐ 3 - 4 years
- ☐ 5 or more years

*QUESTION 2

Do you have experience developing and monitoring complex multi-departmental budgets?

- ☐ No
- ☐ Yes

QUESTION 3

If you answered "Yes" to question number 2, please explain.

*QUESTION 4

Are you an ICMA Credentialed Manager?

- ☐ No
- ☐ Yes

* Required Question