



**WISE COUNTY**  
VIRGINIA

COUNTY OF WISE, VIRGINIA

COUNTY ADMINISTRATOR

The Wise County Board of Supervisors is accepting applications for the position of County Administrator. This position is appointed and serves the pleasure of the Board of Supervisors. The County Administrator serves as chief administrative and operating officer and plans, directs and coordinates the overall operations of the County government.

Job responsibilities include but are not limited to staffing and budgeting; advising and assisting the Board of Supervisors on operations and governance; planning, organizing and directing activities, services, programs and staff.

Comprehensive knowledge of the principles, practices, and techniques of public or business administration including financial and personnel management; experience with leading and managing government and/or business operations preferred; must have a thorough knowledge of the basic laws, ordinances, and regulations underlying the local government and knowledge of state law related to public procurement. Must be able to communicate effectively orally and in writing, strong computer skills, ability to analyze complex information and make detailed decisions, work independently, build relationships with key strategic partners and organize and detail services and programs of County departments.

Educational requirements include graduation from an accredited college or university with a minimum of a bachelor's degree in business or public administration or related field. The successful candidate 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.

Salary will be based on experience and qualifications. Benefits include Virginia Retirement System, health, dental and vision insurance, vacation, sick leave and holidays. The County Administrator must reside in Wise County, Virginia.

Please go our website [wisecounty.org](http://wisecounty.org), Click "I Want To", click "Apply for" and select "Employment Opportunities" then select "Local: Jobs with the County of Wise". Under Tools on the right, download the application and complete it.

Mail your completed application and resume to: Chairman, Wise County Board of Supervisors, P. O. Box 570, Wise, VA 24293.