

Cumberland County, Virginia *County Administrator*



DEPARTMENT:	County Administration
SALARY:	\$130,000 to \$160,000
JOB TYPE:	Full-Time
CLOSING DATE:	Open until Filled

Job Description:

Cumberland County, Virginia seeks qualified candidates to serve as County Administrator. This position is appointed by and serves at 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.

Qualifications:

Comprehensive knowledge of the principles and practices of public administration; comprehensive knowledge of local government finance practices; comprehensive knowledge of the principles and practices of urban and regional planning including subdivision development; comprehensive knowledge of the laws, ordinances and regulations underlying a county government; 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 meet the public and to discuss problems and complaints; 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.

To be considered for this position, applicants may complete an online application and submit along with a cover letter and resume at cumberlandcounty.virginia.gov/Jobs or emailed to jcrews@cumberlandcounty.virginia.gov

Cumberland County is an Equal Opportunity Employer.

For additional information, please call Jennifer Crews, Assistant County Administrator of Finance and Administration at (804)492-3563 or at jcrews@cumberlandcounty.virginia.gov

Cumberland County
P.O. Box 110
Cumberland, VA 23040
<https://www.cumberlandcounty.virginia.gov>