



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performance of their duties just as though they were written out in this job description.

Job Title:	Assistant County Administrator
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Department: Administration

Pay Grade: G130

FLSA Status: Exempt

JOB SUMMARY

This is a highly complex executive level position which requires the ability to formulate strategies and make organizational decisions which are consistent with goals and objectives established by the Board of Supervisors and the County Administrator. Incumbent may be assigned specific program responsibilities and handle a variety of complex organizational or executive functions as may be assigned. The incumbent requires the ability to manage with confidence and courage and to make decisions which reflect organizational mission and values, even in the face of adversity, while being respectful of others.

ESSENTIAL JOB FUNCTIONS:

- Performs difficult professional and administrative work on a variety of assignments in support of County facilities, operations, and programs.
- Performs as a key leader in the strategy for result-oriented government;
- Supports the operations and management of the County Administrator's Office.
- Serves as professional confidant to the County Administrator.
- Supports the County's Capital Improvement Plan (CIP).
- Oversee County departments and/or projects as assigned.
- Plans, Directs and reviews the work of County Directors/officials including performance evaluations of subordinates.
- Promotes, enforces, and maintains accountability of County staff, operations, programs, and projects.
- Researches, evaluates, formulates, and implements administrative / operational policies, practices and techniques; Recommends improvements.
- Compiles monthly, annual, and special project / department management reports as required / needed.

- Gives direction and leadership in developing concepts / ideas and implements processes toward the achievement of the County's philosophy, mission, strategic plan(s) and work program(s).
- Presents projects, reports and updates to Board of Supervisors on various topics as assigned.
- Requires the ability to embrace change and function as a lead agent of change within the organization.
- Leads, guides and manages department directors with departmental organization, budgetary oversight, project supervision, and the development and execution of procedures, policies, and actions.
- Assists with the fiscal oversight of County Budget preparation, implementation, evaluation, as well as fulfillment of procurement policies and activities.
- Aids with the implementation of Board directives, inquiries, and functions as needed.
- Works to ensure the County maintains a qualified workforce focused with results driven customer service.
- Builds effective working relationships with County departments, local municipalities, community agencies, as well as regional, state, and national agencies.
- Serves on various boards and commissions as may be assigned; Follows up and carries out various administrative, professional and managerial tasks as needed.
- Assists with Board meeting agenda preparation oversight, specific project management, business process modeling, efficiency reviews, and staff training oversight.
- Receives, investigates, reports, and addresses citizen and/or employee complaints or inquires;
- Coordinates, reviews, and administers Public Information, Social and Digital media content as assigned.
- Performs other duties as may be assigned.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- A bachelor's degree in public administration, political science, government, planning, public policy, architecture, engineering, constructions sciences or related field with applicable government experience. (preferably County or municipal) entity.
- Master's degree and other applicable certifications desired.
- Should have at least five or more years of direct experience in a senior management position in related field.
- Previous experience in a local government is highly preferred.
- Membership in Public Administration, Planning, Economic Development, Parks and Recreation or similar Organizations desired.

ADDITIONAL REQUIREMENTS:

- Night, weekend, and holiday hours may be required.
- Requires the ability to function as a team member and must be adaptable to performing effectively under moderate to varying levels of stress.
- Requires the ability to embrace change and function as a lead agent of change within the organization.
- Requires strong oral, written and personal communications skills and the ability to connect with people from all walks of life.

- Requires the ability to manage with confidence and courage and to make decisions which reflect organizational mission and values, even in the face of adversity, while being respectful of others.
- Must be able to handle responsibilities of all department heads, have high leadership, management and technical expertise.
- Must be bondable and have no previous history that would interfere with the performance of this position. The successful applicant will possess and maintain a valid Virginia Motor Vehicle Operator's License. Note: Applicant must have and maintain a driving record acceptable to Franklin County and its insurance carrier(s).

KNOWLEDGE, SKILLS AND ABILITIES:

- Thorough knowledge of the principles, practices and techniques of public or business administration including capital infrastructure and personnel management.
- Knowledge of modern principles and practices relating to the planning, design, construction, operations and maintenance of public facilities and infrastructure.
- Thorough knowledge of departmental objectives, procedures and organization.
- Ability to devise detailed procedures and methodology, as well as business process modeling.
- Thorough knowledge of modern office practices, procedures, equipment and systems.
- Considerable knowledge of standard office procedures and practices.
- Demonstrated ability to communicate effectively to maintain good working relationships with County Officials, Co-Workers and Department Heads, and the General Public.
- Demonstrated ability to organize and prioritize multiple tasks and to exercise initiative and discretion.
- Ability to use general office equipment including personal computer, laptop, and related software packages (i.e. MS Office Suite).
- Ability to communicate complex ideas effectively, both orally and in writing.
- Ability to work collaboratively in a team environment to accomplish organizational goals and be comfortable in all manner of team problem solving.
- Demonstrated proficiency in working with elected officials, business leaders, non-profits, subordinate employees, etc. in a fast paced, political environment.
- Experience in managing departments, budgets, and high-profile projects.
- Ability to maintain confidentiality with sensitive information.
- Strong presentation skills are crucial.
- Ability to take technical and complex information and communicate it clearly and concisely to County Administration or the Board of Supervisors to assist in making informed decisions for the organization.

PHYSICAL DEMANDS:

Requires sitting for long periods of time.

WORK ENVIRONMENT:

Salaried position often requires non-traditional work hours (i.e. evenings, weekends, and occasional holidays). Most functions of the position are office related.

AMERICANS WITH DISABILITIES ACT COMPLIANCE:

Franklin County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Franklin County will provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the employer.

This description provides information regarding the essential functions of the designated job, and the general nature and level of work associated with the job. It should not be interpreted to describe all the duties whose performance may be required of such employees or be used to limit the nature and extent of assignments such an individual may be given.

(Last Updated: 8/12/24) Position was changed from 2024 (Capital Projects) to reflect an Assistant County Administrator Position April 2026.