JOB POSTING **September 10, 2026**

County Administrator

Greensville County is accepting applications for the County Administrator in the Administration Department. The County Administrator serves as the Chief Administrative Officer for the County, provides general coordination of the day-to-day operations of the County, supervises all departments, acts as an agent of the Board of Supervisors, and works at the will and pleasure of the Board.

Education and Experience: The County Administrator should have considerable experience in local government management and experience as a County Administrator is required. A bachelor's degree from an accredited college or university is required, and five (5) years' experience in local government is required. A graduate degree in public administration, political science, business administration or related field is preferred. A strong financial background and experience in budget preparation are required. The successful candidate must possess excellent interpersonal skills, an approachable, welcoming communication style with the community and staff, and a proven record in effective service delivery and creative problem solving.

Special Requirements/License or Certifications: A valid driver's license in the Commonwealth of Virginia is required. The successful candidate must pass a criminal background check and drug test.

Closing Date: September 30, 2026

Salary: Dependent Upon Experience

GREENSVILLE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER AND HIRES ONLY U.S. CITIZENS AND LAWFULLY ADMITTED ALIENS. GREENSVILLE COUNTY IS A DRUG-FREE WORKPLACE.

PLEASE SUBMIT COUNTY APPLICATION, COVER LETTER AND RESUME TO: Dr. Terry Wood, Director of Human Resources-Executive Leadership Team, Greensville County, 1781 Greensville County Circle, Emporia, Virginia 23847 or by email to careers@greensvillecountyva.gov. If **ALL** requested documentation is not submitted, applicants will not be considered for the position.

SEE COMPLETE JOB DESCRIPTIONS BELOW

JOB SUMMARY

The County Administrator serves as the Chief Administrative Officer for the County, provides general coordination of the day-to-day operations of the County, supervises all departments, acts as an agent of the Board of Supervisors, and works at the will and pleasure of the Board.

ESSENTIAL JOB FUNCTIONS

- Performs complex executive work, plans, directs and coordinates the overall operations of the County, executes the policies established by the Board or mandated by the state, and prepares and administers the annual budget.
- As the public representative of the Board, the County Administrator represents the governing body and interprets the Board's actions to the public, the media and other bodies at the local, state and federal level.
- Other duties may be assigned as deemed appropriate within Section 15.2-407 of the Code of Virginia.
- Arranges agendas, coordinates appearances before the Board, prepares materials for submission to the Board, carries out instructions and decisions of the Board, and reviews the work of Department Heads to ensure they are performing their duties in a manner which conforms to approved Board policies.
- Performs a wide variety of administrative tasks which are required to meet the objectives stated by the Board such as industrial and economic development recruitment and preparedness, oversite of capital projects and other duties as prescribed by action of the Board, prepares periodic and special reports concerning the activities of the County government, attends Board meetings and participates in discussions and makes special studies and reports requested by the Board or on his/her own initiative, and hears and investigates citizen and other complaints.
- Represents the County on numerous boards, commissions and authorities.

QUALIFICATIONS

Education and Experience:
The County Administrator should have considerable experience in local government management. Experience as a County Administrator is required. A bachelor's degree from an accredited college or university is required, and five (5) years' experience in local government is required. A graduate degree in public administration, political science, business administration or related field is preferred. A strong financial background and experience in budget preparation are required. The successful candidate must possess excellent interpersonal skills, an approachable, welcoming communication style with the community and staff, and a proven record in effective service delivery and creative problem solving.

Special Requirements/ Licenses or Certifications:
A valid driver's license in the Commonwealth of Virginia is required. The successful candidate must pass a criminal background check and drug test.

Knowledge, Skills and Abilities:

- Comprehensive efficiency of modern principals of public administration as applied to County government;

- Knowledge of accounting and financial principles;
- Ability to plan and coordinate the many functions and activities of County government;
- Exercise of moral, professional and personal judgment;
- Ability to direct the daily operations of County government in a manner which reflects the desire of the Board and also in strict compliance with the Code of Virginia;
- Effectively communicates orally and in writing with staff and other units of government and the general public.

DEMANDS

This is sedentary work requiring the exertion of up to ten (10) pounds of force occasionally, and a negligible amount of force, frequently or constantly, to move objects. Work requires fingering and grasping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels. Visual acuity is required for preparing and analyzing written or computer data, operation of machines, and determining the accuracy and thoroughness of work.

WORK ENVIRONMENT

The worker is not subject to adverse environmental conditions.

POSITION CLASSIFICATION

Exempt

Greensville County has the right to revise this job description at any time. This job description is not an employment agreement or contract. The County has the exclusive right to alter this job description at any time without notice. The job description defines the duties and responsibilities of the position. It is not intended to describe all of the essential job functions for a given position.

Greensville County is an equal opportunity employer and does not discriminate because of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, military status, or disability in places of public accommodation, including educational institutions and in real estate transactions.