Prince George County, Virginia

Deputy County Administrator

SALARY	$125,126.00 - $200,202.00 Annually	**LOCATION**	County of Prince George, VA
JOB TYPE	Full-Time	**JOB NUMBER**	DCA102026
DEPARTMENT	County Administration	**OPENING DATE**	10/19/2026
CLOSING DATE	Continuous		

Essential Functions/Typical Tasks

Prince George County is currently seeking qualified applicants for the position of Deputy County Administrator. This position will be responsible for assisting with the administration of the County; administering, directing and overseeing various County Departments as assigned; serves as the Capital Improvement Program (CIP) Manager, assists in formulating an annual multi-year CIP budget request; as needed oversees the lifecycle of CIP projects, including scope development, design review, bidding, and ensuring active construction management support is in place for external construction contractors; coordinating work with County Administrator and department directors; undertaking special projects; attending meetings; conducting research; maintaining records and files; preparing reports and briefings the Board of Supervisors.

For the complete job description, click here.

Qualification Requirements

Comprehensive knowledge of capital project administration, engineering design, or public-sector construction management. Knowledge of the functions and organizations of local government; comprehensive knowledge of standard office procedures, practices and equipment; thorough knowledge of planning and community development philosophies, practices and techniques; knowledge of budget development and management principles; knowledge of legislative processes related to local government; knowledge of relevant federal and state laws, and county ordinances; ability to research and prepare reports; ability to develop technical specifications for requests for proposals; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County and municipal officials, associates and the general public.

Special Requirements

Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in Civil Engineering, Construction Management, Architecture, Business Administration, or a closely related field.; with a master's degree preferred. Must be willing to take continuing education classes in Public Administration. In addition, the candidate must have extensive increasingly responsible experience in capital project administration, engineering design, or public-sector construction management. Preferred experience in local government

administration to include a minimum of five (5) years of progressively more responsible work experience including three (3) years of supervisory experience and relevant experience in a senior management level such as Director, Assistant Director or higher.

Additional Information

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

To apply online visit our website at www.princegeorgecountyva.gov. 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/