



GLOUCESTER COUNTY
invites applications for the position of:

Deputy County Administrator

SALARY: Depends on Qualifications

OPENING DATE: 06/03/22

CLOSING DATE: Continuous

DESCRIPTION:

Hiring Salary: \$130,220 +/- Depending on Qualifications

Seeking a dynamic and resourceful Deputy County Administrator to be a part of our executive team. The successful candidate will work in concert with the County Administrator in providing operations management for designated County departments and functions. The successful candidate also serves as one of the chief administrative officers for the County in the absence of the County Administrator as required and appointed by the County Administrator or the Chair of the Board of Supervisors.

Settled on the southernmost portion of Virginia's Middle Peninsula lies Gloucester County, a growing community with a high quality of life. Surrounded by the waters of the Chesapeake Bay, York River and Mobjack Bay, the County is comprised of 225 square miles of land area and 32 square miles of water area and is part of Virginia's Hampton Roads Region.

Click here to learn more about this great opportunity: [Deputy County Administrator](#)

EXAMPLE OF DUTIES:

- Assists the County Administrator in coordinating budget, personnel, and administrative policy matters as required to ensure compliance and maintain operational standards; develops recommendations for new and revision of current programs, policies, and ordinances for presentation to the County Administrator and/or the Board of Supervisors.
- Assists and advises County Administration and the Board of Supervisors on matters related to the County's history, heritage, architecture, and archaeology – either directly or indirectly.
- Collects, evaluates, and thoroughly understands budgetary issues within assigned departments and coordinates preliminary review and subsequent submission of such budgets to the County Administrator; assists assigned departments with budget formulation as needed.
- Receives, investigates, and resolves complaints/concerns from Board members, County staff, public and private agencies, and the public; meets with individuals, civic and community groups, developers, contractors, Board of Supervisors, and representatives of other governmental agencies, etc., to present, promote and/or interpret County programs and activities.

- Serves as liaison between the County Administrator's Office and all departments and constitutional offices on routine administrative matters, and non-routine matters at the direction of the County Administrator.
- Coordinates with state agencies, regional entities, and other political subdivisions of the Commonwealth in the development, implementation and oversight of programs and initiatives that support the achievement of the Board of Supervisors vision and strategic goals for the community.
- Advises and makes recommendations to the County Administrator and Board of Supervisors in areas related to community development and services, such as state code changes, new regulations and regional matters.

To view the full job description, click here: [Deputy County Administrator](#)

To be considered, please submit a completed application, cover letter, resume, and a minimum of 3 professional references.

Please note: Position is open until filled. Review of applications will begin immediately. Priority consideration will be given to applications received by June 24, 2022.

QUALIFICATIONS:

The successful candidate will:

- Have a bachelor's degree in Business, Public Administration, Political Science, or other closely related field of study, combined with six (6) or more years of management/director level experience serving a comparably sized local government, business, or non-profit organization with a wide range of duties in operations and management; or any equivalent combination of training, education, and experience which provides the required skills, knowledge, and abilities.
- A master's degree in related field preferred.
- Have strong executive leadership and interpersonal skills, along with the ability to establish, maintain, and grow an effective working relationship with the Board of Supervisors, department heads, Constitutional Officers, School Division, various advisory bodies, and others.
- Have strong project management skills and the ability to exercise considerable initiative and independent judgment in analyzing and applying standards to a variety of situations.
- Demonstrates advance knowledge of the principles and practices of county government.
- Thrive in an inclusive, collaborative, and fast-paced work environment, where diversity, equity, and individual differences are valued.

Experience Gloucester County by following these links:

[Community Profile](#)

[Residents](#)

[Schools](#)

OUR Community: [Gloucester County](#)

SPECIAL REQUIREMENTS:

Must establish residency in Gloucester County within one year of hire

Competitive Pay/Great Benefits

Competitive Wage
Mon-Friday work schedule
Paid Time Off
(12) Paid Holidays
Health, Dental, Vision Insurance
Health Savings Account
Retirement Benefit
Voluntary Benefits (life, legal, cancer, etc.)
Employee Discounts

Gloucester County is an Equal Opportunity Employer & Drug Free Workplace

Gloucester County Government is committed to maintaining a drug free workplace. All job applicants are subject to pre-employment controlled substances testing and to other controlled substances and alcohol testing as specified by County policy.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.gloucesterva.jobs>

Position #06032022-01
DEPUTY COUNTY ADMINISTRATOR
HD

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