



County of Bland, Virginia

Job Description

JOB TITLE: County Administrator

FLSA STATUS: Exempt

DEPARTMENT: County Administration

SUMMARY OF JOB PURPOSE

The Administrator serves as the County's chief executive officer, chief financial officer, and chief personnel officer. The Administrator is appointed by and serves at the will of the Board of Supervisors.

JOB CONTENT

Responsible for the day-to-day operations of County government as directed by the Board of Supervisors as well as by Title 15.2 of the Code of Virginia, 1950, as amended.

Works directly with the Board of Supervisors and advises regarding various issues facing the County. Responsible for making sure all decisions adopted by the Board of Supervisors are carried out as directed.

Upon adoption, the Administrator manages the County's annual budget by skillfully performing budgeting, accounting, and purchasing tasks with the assistance of the County's Finance Director.

Responsible for all personnel decisions in accordance with the County's adopted Personnel Policies with the assistance of the County's Human Resources Director.

Establishes policies and procedures to ensure that the County Administrator's office functions as the main focal point for local governmental services for the public, other government offices, and fellow employees.

Supervises/oversees the work of the Building Inspections, Solid Waste Collection/Disposal, Planning/Zoning, Public Works, Personnel, Finance, Cannery and Building Maintenance Departments/Functions, Project Management, Museums and Tourism, and Emergency Management/E911 Services.

Ensures that all departments complete programs/projects according to County policies and yearly goals.

Confers with residents concerning the affairs of the County and reports such matters to the Board for action as needed.

Makes policy recommendations to the governing body concerning the operation of any County department/function. Attends to the execution of and enforces all lawful resolutions and orders of the governing body concerning any department, office, or employee of the County government, and shall see that all laws of the State and County required to be enforced through the governing body are

faithfully executed, and to make report to the governing body how such orders, resolutions and laws have been executed.

Make monthly reports to the governing body on administrative matters as well as keeping it fully advised as the financial condition of the County.

Purchases machinery, equipment, tools, raw materials, parts, services, and supplies necessary for the operation of the County. Interviews vendors to obtain information related to products including their pricing, service, and delivery date. Maintains costs and inventory records pertaining to items purchased with the assistance of the County's Finance Director.

Conducts interviews, hires staff, makes employment decisions, and maintains personnel files with the assistance of the County's Human Resources Director.

Prepares the annual budget and advertises it for Board adoption.

Prepares agenda, attends Board of Supervisor meetings, and serves as Clerk of the Board.

Oversees the bidding process and the awarding of contracts for construction and building maintenance projects.

Attends a variety of meetings of the Board of Supervisors, local, regional, and state authorities, committees, and groups to keep abreast of developments in County government.

Receives citizens, investigates complaints, coordinate inter-governmental problem solving with neighboring counties.

Performs a wide variety of related administrative tasks as needed and performs any duties designated by the Board of Supervisors not specifically described in the job description.

EDUCATION / KNOWLEDGE / ACCEPTABLE EXPERIENCE

Minimum of Bachelors' Degree in Public Administration, or related field.

Applicants should have outstanding fiscal management, interpersonal, communication, and leadership skills and have a history of positive relationships with staff, community, regional partners, and governing boards. A Bachelors or graduate degree in public administration or a related field and five (5) years of supervisory and management experience and budget development is required. Experience and knowledge in local government operations and management is preferred.

Last Revised: November 17, 2022