



County Administrator Wise County Virginia Job Description

General Statement of Duties: 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. In carrying out these duties he/she shall initiate and perform those duties specifically authorized by the Board of Supervisors and the Code of Virginia.

Duties and Responsibilities (not all inclusive):

- Serves as Clerk to the Board of Supervisors, arranging agenda as determined by the Chairman and/or other methods set forth in the Code of Virginia, coordinating appearances before the Board, preparing material for submission to the Board, and carrying out instructions and decisions of the Board. The Administrator is responsible for keeping all records of Board meetings;
- Shall supervise those employees who work under his/her authority in accordance with County policies and procedures adopted by the Board of Supervisors and in accordance with the Code of Virginia. Acts as personnel director for all such employees under his/her supervision;
- Supervises the preparation of the County's budget utilizing the guidelines for preparation set forth by the Board. Submits to the Board monthly financial statements showing the County's long and short term financial situations. Notifies the Board of the progress of major projects and programs;
- Plans, directs and reviews the work of the county's department heads to ensure that they are performing their duties in a manner which conforms to approved board policy;
- Performs a wide variety of administrative tasks which are required to meet the objectives stated by the Board such as industrial recruitment and preparedness, tourism development, oversight of capital projects and other

- duties as prescribed by action of the Board of Supervisors;
- Prepares periodic and special reports concerning the activities of County government;
 - Attends Board of Supervisors meetings participating in discussions, and making special studies and reports requested by the Supervisors or on own initiative;
 - Represents the County concerning inter-governmental relationships involving neighboring counties, towns, and cities;
 - Delivers talks on County government before lay and professional groups;
 - Hears and investigates citizen and other complaints;
 - Conducts staff meetings with the County employees reporting to him/her and encourages all department heads in self-development in their fields of work.

Required Knowledge, Skills and Abilities: Comprehensive efficiency of modern principles 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; good professional judgment; ability to keep all members of the Board of Supervisors informed of County business; ability to direct the daily operation of the County government in a manner which reflects the desire of the Board of Supervisors and also in strict compliance with the Code of Virginia and effectively communicate orally and in writing with staff, other units of government and the general public.

Experience and Qualifications: The County Administrator should have considerable experience in local government management, preferably in Virginia. The successful candidate will possess a bachelor's degree from an accredited college or university, and five (5) years of experience and training which provides the required knowledge, skills and abilities to satisfy the Board. A strong financial background and experience in budget preparation will be an asset. A graduate degree in public administration or a related field is preferred. Must possess excellent interpersonal skills, an approachable, welcoming style with the community and staff, and a proven record in effective service delivery and creative problem solving.