

DEPUTY COUNTY ADMINISTRATOR

GRADE 48

GENERAL DEFINITION OF WORK:

FLSA Status: Exempt

Performs complex professional and administrative work assisting the County Administrator in directing operations of the County government; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Assisting the County Administrator with special projects and daily administration; performing research and preparing papers for the County Administrator and Board of Supervisors; supervising assigned departments; maintaining records and files; preparing reports.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Plans, organizes and directs major activities, departments and functions of the County as assigned by the County Administrator. Provides oversight in the review of assigned agencies to ensure that the County's related goals and objectives are implemented.
- Provides overall direction and leadership to appropriate department heads which may include: assigning projects and objectives; conducting performance evaluations; developing, motivating, and training employees; and making hiring, termination and disciplinary decisions.
- Contributes to the overall effectiveness of County Administration by participating in staff and Board of Supervisors meetings, preparing policy recommendations for review by County Administrator and the Board of Supervisors, and reporting on activities and items of concern and interest.
- Reviews current and future year expenditure and revenue information to provide direction for budget and financial operations
- Assists with coordination of major capital improvement projects. Provides information to citizens and the media; responds to citizen requests for information, complaints and problems.
- Completes special projects/studies/research for the County Administrator and Board of Supervisors.
- Reads, analyzes and responds to reports, correspondence, memos regarding critical County issues.
- Acts as the County Administrator when required and assigned.
- Serves on and chairs various committees, agencies, and boards; serves on and leads interagency staff teams working on special projects.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the organization, function and methods of operation of the County's departments; comprehensive knowledge of general management and office organization principles and practices; comprehensive knowledge of the basic laws, ordinances and regulations underlying the County government corporation; ability to analyze a variety of complex working procedures; ability to express complex ideas effectively orally and in writing; ability to establish and maintain effective working relationships with other County officials, employees and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a Master's degree with major course work in public administration or juris doctorate with prior work in public administration or municipal law and extensive experience in government administration.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, standing, fingering, grasping, and repetitive motions; 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, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

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

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.