

JOB DESCRIPTION
Essex County, VA

Job Title	Deputy County Administrator
Department	County Administration Office
Category	Full Time
FSLA	Exempt
Pay Grade	
Report to:	County Administrator
Supervises:	Department Heads and Administrative Staff, as required and during absences of the County Administrator

JOB SUMMARY/PURPOSE

This position performs complex professional, administrative and managerial work in administering the daily assigned activities of the County government. This position coordinates and oversees the operation of various departments, manages County projects, and represents the County on numerous boards, commissions, committees, and authorities. This position investigates and resolves various complaints and concerns from within the county organization, other public and private entities, and the general public. Must exercise initiative, discretion, sound judgment, and high personal and profession ethics in carrying out essential and assigned duties of the position. The Deputy County Administrator is responsible planning, organizing and implementing specialized projects and for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control.

ESSENTIAL JOB FUNCTIONS

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Acts as the County Administrator in the absence of the County Administrator as required;
- Manages, guides, and directs the operation of assigned County departments/functions including Administrative Services, Finance, Parks and Recreation, Animal Control, and others as may be assigned by the County Administrator. Performs annual evaluation of the head/director of assigned departments;
- Provides guidance and advice to all department heads and helps to coordinate and facilitate interdepartmental projects and activities; provides advice and guidance on personnel/employee relations issues as needed;
- Serves as the County's primary economic development contact person and provides staff support to the County Economic Development Authority and organizational leadership to the Tappahannock Main Street Program, liaison with the County/Town Chamber of Commerce.
- Provides staff support to various County appointed committees, commissions, authorities, and other groups as assigned by the County Administrator.
- Represents the County on various local and regional boards, commissions and authorities as assigned by the County Administrator.
- Serves as liaison between County Administrator's office and all constitutional offices and other local and state governmental officials and public agencies.

- Coordinates the preparation of the annual County budget and capital improvement budget, assisting departments with budget development and submittal, projecting future revenues and expenditures, and other work in the furtherance of assisting the County Administrator with preparing and presenting a recommended annual budget to the Board of Supervisors.
- Administers the risk management program for Essex County managing auto, property, general liability, casualty, health and other insurance coverages and claims.
- Researches and analyzes issues for the County Administrator and/or individual Board members and prepares reports of findings.
- Makes recommendations to County Administrator in the development and implementation of County policy including strategic planning for future projects
- Prepares grants as needed;
- Keeps the County Administrator informed of present and future developments concerning the efficient operation and conduct of County government.
- Assists the County Administrator in preparing agenda material and reports and distribution of meeting packets for Board of Supervisors meetings.
- Ensures that all work is conducted in a safe manner and all work safety practices are followed;
- Performs similar or related work as required, directed or as situation dictates;
- Assists other department staff as needed to promote a team effort to serve the public;
- Continues training; keeps current with county administration and economic development trends and regulations;
- Consistent on-site and on-time attendance is essential for this position based on assigned schedule

MINIMUM REQUIREMENTS TO PERFORM WORK

Education and Experience:

- Any combination of education and experience equivalent to a bachelor's degree in public or business administration, or related field associated with essential job functions, and six (6) years of professional management level experience at the level of department director or higher, in local government administration. Master's degree in public administration and experience as a Deputy County Administrator or higher is preferred.

Licenses or Certificates:

- None

Knowledge, Skills and Abilities:

- Comprehensive knowledge of the organization, function, and operation of local government;
- Demonstrated knowledge of the principles of organizational management and public administration;
- Thorough knowledge of basic local codes, ordinances, regulation, and state statutes underlying the management and operation of local government;
- Knowledge of local government economic development trends;

- Knowledge of municipal budgeting, risk management, human resources, grant writing and strategic planning;
- Ability to make decisions in accordance with adopted law and established policy with conspicuous consistency, correctness, and caring;
- Ability to exercise considerable discretions in the handling of legally confidential and/or privileged records and files;
- Ability to support and execute the directives and decisions of the County Administrator and Board of Supervisors;
- Ability to work harmoniously with employees, elected and appointed officials, and the general public in an effective and courteous manner;
- Ability to exercise independent judgment and discretion under limited supervision;
- Ability to effectively express and communicate information and ideas, both orally and in writing;
- Deals tactfully and courteously with the public and employees; excellent customer service skills;
- Ability to communicate effectively using solid reading, writing, listening and speaking skills; ability to produce documents that accurately convey information;
- Ability to use Windows-based software (e.g. Word, Excel, Power Point);
- Ability to create technical reports using basic math, budget and statistical skills;
- Ability to set priorities, organize work, and complete tasks efficiently and accurately and multitask.

Physical and Mental Requirements:

Work Environment

	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor Weather Conditions-when driving		X		
Work in high, precarious places	X			
Work with toxic or caustic chemicals	X			
Work with fumes or airborne particles	X			
Work near moving mechanical parts	X			
Risk of electrical shock	X			
Vibration	X			
Equipment Used – Computers, office equipment, copier, scanner, fax				X

Physical Activity

	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing		X		
Walking		X		
Sitting				X
Talking & Hearing				X
Using hands/fingers to handle/feel				X
Climbing or balancing - stairs		X		
Stooping, kneeling, crouching, crawling	X			
Reaching with hands and arms				X
Tasting or smelling	X			
Bending, pulling, pushing	X			
Other-Driving		X		

Lifting Requirements

	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 75 pounds	X			
Up to 100 pounds	X			
Over 100 pounds	X			

Noise Levels

	None	Under 1/3	1/3 to 2/3	Over 2/3
Very Quiet (forest, isolation booth)	X			
Quiet (library, private office)	X			
Moderate noise (computer, light traffic)				X
Loud Noise (heavy equipment/traffic)		X		
Very Loud (jack hammer work)	X			

Vision requirements

- Close vision (i.e. clear vision at 20 inches or less)
- Distance vision (i.e. clear vision at 20 feet or more)
- Color vision (i.e. ability to identify and distinguish colors)
- Peripheral vision (i.e. ability to observe an area that can be seen up and down or left and right while the eyes are fixed on a given point)
- Depth perception (i.e. three-dimensional vision, ability to judge distances and spatial relationships)

(This job description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change).