

Mathews County, Virginia

Position Description

Job title	County Administrator
Reports to	Board of Supervisors
Department	Administration

Job Purpose

Performs high-level administrative, technical and professional work in directing and supervising the administration of county government.

Duties and Responsibilities

Manages and supervises all departments, agencies and offices of the county to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates and evaluates assigned staff; reviews progress and directs changes as needed.

Provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments and agencies as needed.

Provides professional advice to the Board of Supervisors and department heads; makes presentations to councils, boards, commissions, civic groups and the general public.

Communicates official plans, policies and procedures to staff and the general public.

Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.

Determines work procedures, prepares work schedules, and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of operations.

Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.

Maintains harmony among workers and resolves grievances;
Performs or assists subordinates in performing duties; adjusts errors and complaints.

Prepares a variety of studies, reports and related information for decision-making purposes.

Appoints and removes all department heads, officers, and employees of the county, except members of the Board of Supervisors and Constitutional Officers.

Sees that all laws and ordinances are faithfully enforced.

Prepares and submits a preliminary annual County budget. Administers the adopted budget of the County.

Advises the Board of Supervisors of financial conditions and current and future county needs.

Attends all meetings of the Board of Supervisors at which attendance may be required by the Board.

Peripheral Duties:

Recommends for adoption by the Board of Supervisors such measures, as County administrator may deem necessary or expedient.

Prepares and submits to the Board of Supervisors such reports as may be required by that body or as County Administrator may deem it advisable to submit.

May serve as the head of one or more departments of county government.

Serves on various regional committees, commissions or authorities as a representative of the County.

Performs other duties as assigned.

Qualifications

Education and Experience:

- A. Graduation from an accredited four-year college or university with a degree in public administration, political science, business management of a closely related field, and five (5) year of experience as a County Administrator.

Necessary Knowledge, Skills and Abilities:

- A. Considerable knowledge of modern policies and practices of public administration; working knowledge of county finance, human resources, public works, public safety, and community development;
- B. Skill in preparing and administering county budgets; skill in planning, directing and administering county programs; skill in operating the listed tools and equipment;
- C. Ability to prepare and analyze comprehensive reports; ability to carry out assigned projects to their completion; ability to communicate effectively verbally and in writing; ability to establish and maintain effective working relationships with employees, county officials and the public; ability to efficiently and effectively administer a county government.

Special Requirements:

Must be bondable.

Working Conditions

Tools and Equipment Used:

Requires frequent use of personal computer in a Windows Networking environment, including word processing and spreadsheet programs; calculator, telephone, copy machine and fax machine.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Approved by:	
Date approved:	
Reviewed:	<i>February, 2021</i>