
CARROLL COUNTY GOVERNMENT POSITION DESCRIPTION **ASSISTANT COUNTY ADMINISTRATOR**

General Description: This is an administrative position. The Assistant County Administrator is responsible for oversight of county functions with limited supervision; providing staff support to the Board of Supervisors and other agencies; assisting the County Administrator, department heads and employees in dealing with day-to-day operational issues; and collaborating with adjacent communities regarding concerns of mutual interest.

Organization: The Assistant County Administrator reports to the County Administrator.

Essential Functions:

- Provides advice and consultation to the County Administrator and the Board of Supervisors;
- Provides professional direction, evaluation and advice to appropriate department heads with regard to their administrative and operational functions;
- Assists with employment of departmental staff and related personnel issues;
- Reviews annual departmental work programs, refining the objectives of departments within the goals of the County government;
- Attends meetings and provides staff advice to the Board of Supervisors and other boards and commissions, as directed by the County Administrator;
- Consults with municipal, County, State and Federal government officials and agencies regarding general management and support issues;
- Must possess effective and confident communication skills in all disciplines of communications in both oral and written format including the ability to provides public addresses to professional and community groups;
- Exercises independent decision making on issues related to operational concerns;
- Ability to stay calm in stressful situations;
- Ability to use a teamwork approach to the position by cooperating with others, offering assistance when needed and considering larger organization goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team;
- Originates, develops, and proposes solutions and/or strategies for improved County operations; works with department heads to do the same;
- Assists the County Administrator in researching, preparing, and creating agenda material and reports for the Board of Supervisors' meetings;
- Performs related duties as required.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Exempt
 - Compensatory Leave

Knowledge, Skills and Abilities: Thorough knowledge of public administration; ability to interpret and analyze complex information and to prepare and present oral and written reports; ability to provide leadership in offices of the County; ability to establish and maintain effective working relationships with employees, officials, and other agencies, and the general public. High level usage of technology is expected.

Education, Experience and Training: Any combination of education and experience equivalent to graduation from an accredited four-year college or university with major work in business, public administration, planning, or engineering supplemented by considerable experience of a responsible nature in a management/supervisory level position. Masters Degree in Business Administration preferred.

Special Conditions:

- Valid Commonwealth of Virginia Driver's License
- Six month probationary period
- DMV Driving Record Check
- Work beyond normal work schedule