

The top half of the poster is a photograph. In the foreground, a single yellow daffodil with a bright orange center is in sharp focus. Behind it, a row of red brick houses with white window frames and doors stretches across the background under a blue sky with light clouds. A green and blue wavy graphic separates the photo from the text below.

Deputy County Administrator

GLOUCESTER COUNTY, VA

Contact
804-693-5690
gloucesterva.jobs

OUR COMMUNITY



THE “WHERE”

Settled on the southernmost portion of Virginia’s Middle Peninsula lies Gloucester County, a growing community with a high quality of life. Surrounded by the waters of the Chesapeake Bay, York River and Mobjack Bay, the County is comprised of 225 square miles of land area and 32 square miles of water area. The County is part of Virginia’s Hampton Roads Region, boasting a well-developed transportation infrastructure, skilled labor force, quality lifestyle, exceptional educational system and diverse cultural opportunities.

Gloucester County has a population of 39,019 and lies 63 miles from Richmond and 27 miles from Newport News. The challenge of our future is to wisely facilitate responsible development while protecting the County’s heritage and preserving its environmental assets.

Virginians take great pride in being a Commonwealth and having a long tradition of responsible and reliable government. Gloucester is governed by a seven-member board of supervisors who serve as the local legislative body for the County. Five members represent geographic magisterial districts, and two members serve as “at-large” representatives. All are elected to serve a four-year term with a chairperson elected annually. The Board employs a County Administrator who serves as the chief administrative officer under the board’s direction. The County Administrator is responsible for coordinating and directing all county operations and managing department directors and staff. The County operates with an annual budget of approximately \$200,000,000. The two Deputy County Administrators report to the County Administrator.

GOVERNANCE

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POSITION OVERVIEW

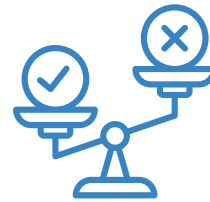
The Deputy County Administrator performs complex professional, administrative and managerial work helping administer the daily activities of the County government. Work involves coordinating and overseeing operation of assigned departments, managing County projects, and representing the County on various boards, commissions and committees. Work also involves receiving, investigating, and resolving complaints/concerns from Board members, County staff, public and private agencies and the public. The selected candidate must exercise considerable initiative and independent judgment in all phases of work, using tact and courtesy in frequent contact with County employees, community groups, businesspersons, contractors, and the public.

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EDUCATION AND EXPERIENCE

- Possession of a bachelor's degree in business or public administration, political science, or related field is required, with a master's degree in a related field preferred.
- Six (6) to nine (9) years of progressively responsible management experience with local government serving a comparably sized growing community, business or non-profit organization with a wide range of duties in operation and management.
- Any equivalent combination of education and experience that provides the required knowledge, skills and abilities.

THE IDEAL CANDIDATE



Ethical, with high moral standards

Apolitical



Honest and trustworthy

Accessible and approachable



Proactive



Compassionate & understanding

Self confident



Tactful, discrete, diplomatic

Personable, with an appropriate sense of humor



POSITIVE ATTRIBUTES

- Be forward-thinking.
- Be a visionary with experience in developing a shared focus with staff, citizens, school personnel and businesses.
- Be willing to champion Gloucester's growth and community enhancements.
 - Be willing to consider diverse views and opinions.
- Be skilled in facilitation, mediation, negotiation and building consensus.
- Be willing to make independent and interdependent decisions.
- Be skilled in interpreting complex documents, and decipher state, county, and federal regulations.
- Be experienced in demonstrating effective leadership and encouraging high morale among employees.
- Be cooperative, courteous and project a positive image.

COMPENSATION & BENEFITS

The advertised salary for this position is \$121,374-\$164,019 based on qualifications and experience.

The successful candidate will receive a comprehensive benefits package to include:

- Paid holidays & leave benefits
- Health, Dental & Vision Insurance
- Group Life Insurance
- Virginia Retirement System
- 457 Deferred Compensation
- Flexible Spending Accounts
- Health Savings Account
- Fitness Discount

Visit us online at www.gloucesterva.jobs to view a full job description and to apply. Please complete and attach a cover letter, resume, and three professional references with your application.

