



## PRINCE GEORGE COUNTY, VIRGINIA

July 2018

### DEPUTY COUNTY ADMINISTRATOR

*FLSA Status: Exempt*

#### **GENERAL DEFINITION AND CONDITIONS OF WORK:**

Performs difficult professional and administrative work helping administer the daily activities of the County and overseeing planning, zoning, inspection, code enforcement, and Economic development and tourism; does related work as required. Work is performed under general supervision. Supervision is exercised over all personnel in the absence of the County Administrator.

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 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.

#### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting with the administration of the County; administering, directing and overseeing the planning and zoning, inspections, code enforcement, Economic development and tourism functions; coordinating work with County Administrator and department directors; undertaking special projects; attending meetings; conducting research; maintaining records and files; preparing reports.**

*(The following tasks 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.)*

Assists the County Administrator in coordinating budget, personnel, and administrative policy matters as required to ensure compliance and maintain operational standards;

Manages, guides and directs planning and zoning, inspection and code enforcement, economic development and tourism;

Receives and answers public requests and complaints; performs research as to the nature/cause of subject and to secure related information; develops recommendations for new programs, revision, policy modifications and ordinances for presentation to the County Administrator;

Performs supervisory duties as necessary including assigning and reviewing work; program planning; maintaining standards; coordinating activities; allocating personnel; acting on employee problems; selecting new employees; and implementing or recommending transfers, promotions, disciplinary actions, terminations, and salary increases;

Assists the County Administrator with the preparation of the annual budget and presentation to Board of Supervisors;

Undertakes a variety of special projects as directed by the County Administrator;

Confers with members of the Board of Supervisors on matters regarding county government as needed;

Coordinates submission of assigned departmental budgets to County Administrator; assists assigned departments with budget formulation as needed;

Provides assistance to the County Administrator as needed and serves as County Administrator when required;

Participates in emergency response operations as required in a declared emergency by County officials; completes required NIMS training as a condition of employment;

Performs related tasks as required.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Comprehensive knowledge of the functions and organizations of local government; comprehensive knowledge of standard office procedures, practices and equipment; thorough knowledge of planning and community development philosophies, practices and techniques; ability to research and prepare reports; ability to develop technical specifications for requests for proposals; ability to express ideas effectively, both orally and in writing; ability to plan and supervise the work of subordinates; ability to establish and maintain effective working relationships with County and municipal officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business or public administration and extensive increasingly responsible experience in local government administration including considerable planning experience.

**SPECIAL REQUIREMENTS:**

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