



## HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Assistant County Administrator

(28126)

Department of Human Resources

PO Box 470

Hanover, VA 23069

Telephone (804) 365-6075

Facsimile (804) 365-6334

*Office of the County Administrator  
(02)*

**Revision Date:** October 2007

**General Description:** This is an executive level position that performs highly responsible and complex administrative and managerial work. This includes the management of major departments and primary coordination with independent departments as well as management of the County Administrator's office, Board of Supervisor's administrative functions and special projects as assigned by the County Administrator.

**Organization:** The Assistant County Administrator reports to the County Administrator and supervises several Department Heads.

**Essential Functions:**

- Supervises agencies within the County as assigned.
- Works directly with the County Administrator in support of various projects.
- Coordinates specific meetings and projects with other governments in the region.
- Represents the County on behalf of the County Administrator, as assigned.
- Acts as a liaison with various local, state and national associations.
- Supervises and coordinates the operations and management of the County Administrator's Office, as assigned.
- Provides the Board of Supervisor's administration including direct responsibility for meeting agendas, as assigned.
- Acts as a legislative liaison for Hanover County, as assigned.
- Plays lead role for coordinating meetings, retreats and special events, as assigned.
- Coordinates Human Service agencies, Fire/EMS Department, and Sheriff's Department on behalf of the County Administrator, as assigned.
- Coordinates the County's disaster planning and preparedness, as assigned.

**Working Conditions:**

- A. Hazards
  - None known
- B. Environment
  - Office
  - Field (as necessary to oversee department projects, etc.)
- C. Physical Effort
  - Average
- D. Exempt
  - No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Knowledge of modern managerial techniques, principals and practices. Considerable knowledge of local government operations and administration. Some technical knowledge of assigned areas is desirable. Ability to lead and deal effectively with people in a wide variety of situations. Ability to propose and meet practical goals. Ability to speak effectively and to present ideas effectively both orally and in writing. Must be able to establish and maintain effective work relationships with Board members, staff and the public.

**Education, Experience and Training:** Requires any combination of education and experience equivalent to graduation from an accredited four year college or university, supplemented by extensive progressively responsible experience in local government administration. Master's degree, desired.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule
- Valid Commonwealth of Virginia Driver's License
- Non-essential position (available to report if needed in emergency situation)
- Work beyond normal work schedule