



BOARD OF SUPERVISORS
 First District – William L. Hodges
 Second District – Benjamin J. Edwards III
 Third District – Justin Callett
 Fourth District – Lindsay May Robinson
 Fifth District – Mary Sue Bancroft



King William County County Administrator

SALARY	\$150,000.00 - \$200,000.00 Annually	LOCATION	King William, VA
JOB TYPE	Full-Time	JOB NUMBER	202400123
DEPARTMENT	County Administration	OPENING DATE	08/20/2024
CLOSING DATE	8/23/2024 4:30 PM Eastern		

General Description

Performs high-level administrative, technical, and professional work in directing and supervising the administration of county government. Works under the broad policy guidance of the Board of Supervisors. Exercises supervision over all county employees under the supervision of the Board of Supervisors either directly or through subordinate supervisors.

Essential Functions

- Serves as chief administrative officer for the County; directs daily operations of the government; receives direction and responds to the Board of Supervisors; prepares policy recommendations for the Board's consideration and approval; represents the Board before State and federal legislative bodies.
- 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 change as needed.
- Provides leadership and direction in the development of short- and long-range strategic plans, gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates activities with other departments and agencies as needed.
- Works collaboratively with Constitutional Officers of the County in providing services to citizens.
- Provides professional advice to the Board of Supervisors and department heads.
- Presents to boards, commissions, civic groups, and the general public in a concise and easily understandable format.
- Communicates official policies and procedures as approved by the Board to staff and the general public.
- Assures the assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures to assure sound fiscal control; assures effective and efficient use of budgeted funds, personnel, materials, and facilities.
- Determines work procedures, 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 a positive working relationship with the Board, Constitutional Officers, co-workers, peers, county residents and outside agencies.
- Recruits, interviews, hires, and manages county professional and clerical staff; delegates responsibility for specific activities to subordinates, supervises and evaluates work of subordinate employees; ensures employees receive proper training and orientation.
- Assures that all county operational procedures and Board decisions comply with federal, state, and local laws and ordinances with the assistance and guidance of the County Attorney, as needed.

- Prepares, proposes, and administers County's annual budget; authorizes financial transactions and other financial matters; participates and makes presentations in budget meetings and public hearings. Advises the Board of Supervisors of financial conditions and current and future county needs.
- Oversees the preparation of Board of Supervisors' agenda packets. Advises and interacts with members of the elected governing body, Board of Supervisors; plans, attends, and provides follow-up for Board of Supervisors meetings.
- Performs other duties as assigned by the Board of Supervisors.

Knowledge, Skills, and Abilities

- Considerable knowledge of modern policies and practice of public administration; working knowledge of county finance; human resources, public works, and community development.
- Excellent ability to analyze complex issues and have a strong knowledge of budgets, spreadsheets, and interpreting audits to provide sound fiscal planning.
- Skill in planning, directing, and administering county programs.
- 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 meet the physical requirements of the position.

Education, Training, and Experience

At minimum, the successful candidate will possess bachelor's degree in public or business administration, civil and/or criminal law, economics, planning, finance, or a related field; A master's degree is strongly preferred; At least five (5) years of experience as an Executive Officer, Elected Government Official, Attorney, and/or City or Town Manager or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.

Other Necessary Requirements:

Must possess and maintain valid Driver's License.

PERFORMANCE INDICATORS TO BE EVALUATED ON THE ABILITY AND EFFECTIVENESS WITH WHICH THE INCUMBENT ACCOMPLISHES THE RESPONSIBILITIES AND FACTORS LISTED BELOW:

Knowledge of Job - Has a thorough understanding of the principals of public administration as related to local government. Has a thorough understanding of the modern practices of county government organization and its functions. Has experience in the development and administration of a local government budget and capital improvements program. Has the ability to think independently and to make sound recommendations to the governing body based on conditions as they exist. Is able to demonstrate sound judgment as well as considerable initiative in dealing with a variety of local government issues as they arise. Has the vision necessary to not only understand current conditions and needs but to think about the needs of the community in the future and to develop policy recommendations based on this vision. Is able to demonstrate fairness, discretion and understanding in collaborating with members of the Board of Supervisors, county staff and the general public. Has the ability to communicate effectively both orally and with writings.

Quality of Work - Demonstrates an elevated level of accuracy with duties and responsibilities. Responds to any situations in the organization to correct deficiencies or suggest improvements.

Quantity of Work - This is a demanding position requiring products to be produced on deadline frequently. Additionally, the varied nature of the work requires the ability to work on multiple tasks simultaneously and with a high degree of precision.

Dependability - Assumes the responsibility for doing assigned work and meeting deadlines. Accepts responsibility for the organizations overall work product and goals to be accomplished as developed by the Board of Supervisors.

Attendance - As the chief administrative officer for the organization, sets the standard for being at work when required and informs the Board of Supervisors when taking earned leave.

Initiative an Enthusiasm - As the leader of a diverse group of employees, always exhibits a positive and enthusiastic attitude. Supports the decisions of the Board of Supervisors at all times, even in the face of criticism.

Judgement - Is able to demonstrate independent judgment when dealing with varies issues in local government management. Has the ability to make decisions based on experience and understanding of the issues. Acts independently but keeps the Board informed when needed.

Cooperation - Accepts instruction and advice willingly and strives to meet the goals of the Board of Supervisors. Seeks to understand the questions or concerns of citizens and works hard to see things from their perspective while maintaining the integrity of the organization. Supports the staff in their decisions when those decisions are factually based.

Coordination of Work - With the assistance of staff, plans the daily work product. Establishes priorities for the completion of work. Avoids duplication of effort. Attends meetings on time.

Leading - Has a clear understanding of the principles of effective leadership and how to apply these principles. Strong interpersonal skills. Provides adequate and timely responses to questions from staff concerning their performance. Congratulates employees for their performance but does not hesitate to take adopted disciplinary action when necessary. Demonstrates enthusiasm when influencing employees in the performance of their duties. Leads by example in all areas.

Delegating - Assigns duties to staff as needed in order to meet goals and work needs. Has confidence in staff to carry out assigned duties.

Decision Making - Uses discretion and sound judgment when making decisions affecting the County. Moves decisively to develop alternatives when necessary.

Creativity - Seeks innovative ideas and methods and procedures to improve the effectiveness of the County government. Embraces change when it is good for the organization.

Staff Relations - Develops and maintains good relationships with all staff members. Listens to concerns and suggestions and responds accordingly. Maintains the respect and loyalty of the staff.

Policy Implementation and Formulation - Keeps up with changes in policies of the County and continually reviews operations to assure that they reflect these changes.

Potential candidates will be required to complete drug screening, driving and background checks.

The foregoing is intended as a general description of job responsibilities and performance expectations and does not constitute a contract for employment between the employee and the County of King William, Virginia.

Agency

King William County

Address

180 Horse Landing Rd.

King William, Virginia, 23086

Phone

(804) 769-4968

Website

<https://www.kwc.gov/>