

County Administrator Position Scott County, Virginia

Position Overview:

Scott County, Virginia, a community rich in history, culture, and natural beauty, is seeking an experienced leader to serve as County Administrator. As the birthplace of country music and home to historic landmarks like the Wilderness Road, Scott County offers an unmatched quality of life, where hardworking, welcoming people take pride in their county. The County Administrator serves as the chief administrative officer, overseeing all county operations, fiscal management, and public services while advising a seven-member Board of Supervisors. This is a unique opportunity to lead a thriving community that is truly a natural place to live, work, and do business.

Essential Duties and Responsibilities:

- Serve as principal advisor to the Board of Supervisors on county-wide management
- Implement policies and directives established by the Board of Supervisors
- Provide leadership and direction for county departments and staff
- Develop and manage the county's annual budget, ensuring fiscal responsibility
- Oversee the delivery of essential services, including public safety, infrastructure, and community development
- Foster economic development initiatives to promote business growth and job creation
- Manage public relations and communication efforts to keep residents informed
- Address citizen concerns and enhance community engagement
- Serve as liaison between the Board, government agencies, businesses, and the community
- Supervise and evaluate department heads and key staff
- Ensure compliance with local, state, and federal regulations
- Coordinate with state and local government agencies

Required Qualifications:

- Bachelor's degree in Public Administration, Business Administration, Political Science, related field, or equivalent combination of experience and training.
- Master's degree preferred

- Minimum of five years of progressively responsible experience in public administration
- Extensive experience in local government management, preferably in Virginia
- Strong leadership, communication, and interpersonal skills
- Proven ability to manage budgets and oversee financial operations
- Knowledge of state and federal laws affecting county governance
- Ability to build relationships with elected officials, community leaders, and residents
- Or an equivalent combination of experience and training that provides the required knowledge, abilities, and skills

Additional Requirements:

- Must establish and maintain residency within Scott County
- Valid Virginia driver's license
- Ability to pass background check and drug screening
- Strong ethical standards and professional integrity

To apply, please submit a letter of interest, detailed resume, list of references, and salary history to Chair and Vice Chair, Board of Supervisors, by either email at countyadminapp@scottcountyva.com or mail/hand-delivery at 190 Beech Street, Suite 201, Gate City, VA 24251. Applications will be received through March 21, 2025 EOD.