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**COUNTY OF BEDFORD, VIRGINIA  
DEPARTMENT OF ADMINISTRATION**

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**POSITION PROFILE**

**Deputy County Administrator**

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**Position No:** 1003  
**Position Status:** Permanent / Full-Time, Non-Contractual Position  
**Compensation:** Salaried with Full Benefits  
**FLSA Classification:** Exempt  
**Profile Date:** June 2019



# Deputy County Administrator

## General Description of Position:

The position of Deputy County Administrator of Bedford County (hereafter the position) is the second highest-ranking administrative official of the Bedford County government, appointed by and serving under the direction of the County Administrator charged with assisting in the performance and discharge of the responsibilities of that Office. The position has limited executive authority and general administrative and managerial duties, and principally functions as an adjutant to the County Administrator within the organizational framework of Bedford County's central county government. The position is primarily continuous administrative and managerial oversight of operational, personnel, logistical/material resource and fiscal/budgetary matters across central county government departments and agencies, and in closely working with all department and agency heads to facilitate effective, efficient and economic governmental operations. The position is situated within the Office of County Administration.

## Appointment & Legal/Statutory Authority:

The position is appointed by and serves solely at the pleasure of the County Administrator. As this position is the second highest ranking County position, the Bedford County Board of Supervisors will be involved in the filling of this position. Disciplinary action against the position by the County Administrator, including termination of appointment (employment) is not subject to review under Bedford County's grievance procedures. In the event of vacancy in the position of County Administrator (and prior to Board of Supervisors' action to officially appoint a new, acting or interim County Administrator), the position is authorized to act in the place of the County Administrator with respect to those matters minimally necessary for continuity of Bedford County government operations.

## Roles, Responsibilities, Duties & Functions:

The position is charged with a number of both broadly-defined as well as specific roles, responsibilities, duties and functions as part of Bedford County's administration, summarized as follows:

- To fulfill the role of County Administrator in the conduct of any regular or special meeting of the Bedford County Board of Supervisors in the absence of the County Administrator, and to represent the County Administrator and/or Bedford County Board of Supervisors at official and unofficial meetings, events and functions as may be authorized or directed, including specific designation or appointment as the County's official or lawful representative or liaison to various other boards, authorities, commissions, committees, advisory bodies and other entities.
- Acts as the 'day-to-day' department head of the County Department of Administration and its divisions with respect to routine departmental budget, operational and personnel matters (with the County Administrator retaining final authority in this regard as *de facto* head of the Department of Administration).
- Serves as the County Administrator's designated purchasing agent for the County pursuant to §15.2-414 of the Code of Virginia, exercising this role in coordination and consultation with the County Attorney and various department/agency heads to develop, implement and oversee formal County purchasing and procurement policies, procedures and practices for all goods and services in accordance with Virginia law.
- In coordination with the Director of Fiscal Management, coordinates, oversees and assists in the preparation of annual operating and capital budget requests at the departmental/agency level in consultation with department/agency heads, and monitors the management and expenditure of funds appropriated to departmental/agency operating and capital budgets on a continuing basis.

- Serves as the County's principal liaison with the Virginia Department of Transportation with respect to the preparation, coordination and implementation of transportation plans and transportation-related projects (both primary and secondary highways), supported by staff of the County Department of Community Development.
- Contributes to development of personnel/human resources policies, procedures and practices in collaboration with the County Administrator, Director of Human Resources and County Attorney, and monitors and oversees general compliance with same at the departmental/agency level.
- Participates in the recruitment and selection (hiring) of various County positions in conjunction with the County Administrator, Director of Human Resources and department/agency heads as either prescribed by County personnel policy or otherwise directed by the County Administrator.
- Acts as coordinator and staff support for various formal and ad hoc committees and advisory boards of the Bedford County Board of Supervisors as directed by the County Administrator.
- As directed by the County Administrator or otherwise necessary and/or appropriate for the position, researches, prepares and presents/distributes reports, documents, correspondence, memoranda, presentations, etc. on various matters pertaining to County government operations, concerns, issues and interests.

The foregoing are illustrative of currently assigned or anticipated routine roles, responsibilities, duties and functions associated with the position as of the date of this Profile, and not exclusive of other matters as may be assigned to the position by the County Administrator or as otherwise expected or implied of the position.

**Relationship of Position with Departmental/Agency Management:**

Bedford County's central county government is currently organized into eleven (11) administrative departments (Administration, Communications, Community Development, Economic Development, Fire & Rescue, Fiscal Management, Information Technology, Nursing Home, Parks & Recreation, Public Works and Tourism) with over 500 full- and part-time employees. All administrative departments are managed by Directors employed as department heads by the County Administrator and are subordinate to that Office and to the position. The position generally serves as 'chief-of-staff' with respect to these department heads and County Administrator, the scope and responsibilities of that role being defined and refined on a continuing basis as organizational needs and dynamics dictate. As vacancies or extended absences occur within directorships, as authorized by the County Administrator the position may serve as interim or acting departmental director as well as continuing to fulfill the position's other duties and responsibilities.

**Relationship of Position with Board of Supervisors & Other Officials:**

The position has regular contact with members of the Board of Supervisors, individually and as a body politic, as well as frequent contact with other local, regional, state and federal elected and appointed officials, boards, authorities, commissions and agencies. The position is expected to accurately and without bias represent the position of the County Administrator and the Board of Supervisors as the Bedford County's governing body in all official matters. The County Administrator or Board of

Supervisors may designate the position to be the official representative to and/or liaison with various officials, public and private agencies and organizations and informal groups. The position is expected to keep the County Administrator fully, promptly and accurately informed as to contact and communications with such individuals and groups.

**Probationary Employment & Performance Expectations:**

No formal probationary initial employment period is established for the position. The performance of the position will be periodically assessed and evaluated by the County Administrator as its immediate superior, both informally and formally. Professional, competent conduct, handling and management of matters placed in its charge and the state of working relationships the position must establish and maintain to be effective will serve as the primary basis for assessments and evaluations. The position shall also be assessed/evaluated with respect its handling of specific, special or situational responsibilities, tasks, projects, matters, etc. as may be assigned from time to time. Such assessments and evaluations are principally intended to serve as a measurement of continuing professional development and as a source of 'feedback', and may also affect future compensation considerations as well as continued appointment to the position. With respect to the position's overall performance and conduct, the general attributes and characteristics most valued by the appointing County Administrator are: professional knowledge of local government administrative/management disciplines and practices, sound, reliable professional judgment and reasoning; correct and expedient problem/issue identification and resolution; consistency in meeting and/or establishing practical deadlines; discretion, confidentiality, loyalty and trustworthiness; clear, concise, accurate and timely information and communications; ability to establish and maintain productive, professional working relationships with other elected and appointed officials and County employees; understanding of and sensitivity to the local political environment, and consistent projection of a positive image of Bedford County and its county government.

**Education & Experience Requirements:**

Formal academic education from a nationally-recognized, accredited institution, combined with significant previous employment experience in position(s) of a similar scope and character is required for the position. Academic degree(s) minimally at the Bachelor's level in fields and disciplines such as (but not limited to) public administration, municipal management, political science, government, management, business administration, urban and regional planning, accounting, finance, economics, sociology and/or civil engineering is required of those under consideration for the position. Master's degree-level or higher academic education is preferred but not required. Of equal value to formal academic education is past employment experience in position(s) of a similar scope, character and nature within local government - a minimum of five (5) years combined experience with at least two (2) consecutive years in a single, similar post is strongly preferred for those under consideration for the position. Individuals who are on a demonstrated, dedicated career path in local government administration are strongly preferred. Employment experience of similar scope, character and nature within the Commonwealth of Virginia at the municipal or county level of government is also strongly preferred.

**Technical/Practical & Interpersonal Skills Requirements:**

Performance of the position requires various practical and interpersonal skills associated with administrative and managerial activities within a modern local government work environment. No

specific technical skills are required. Working familiarity with current Microsoft Office Suite software applications, including Outlook, Word, Excel, PowerPoint and Adobe Acrobat (PDF) is essential and required (all County-supplied computer hardware and software is PC-based). Good listening skills, quick, detailed and accurate handwritten note-taking capabilities and clear business writing/narrative compositional skills with the ability to compose clear and concise e-mails, reports, presentations, minutes, memoranda and letters are essential. Succinct, accurate and tactful verbal communication skills, public speaking experience and confidence along with professional poise and demeanor are important. Internet research skills and knowledge of various informational resources and professional contacts useful to the position are also valued. Strong managerial and well-developed 'people' skills, especially in the area of negotiations, administrative investigations and dispute/conflict analysis and resolution, are crucial. The position is expected to accomplish assigned responsibilities and tasks under general direction with no immediate supervision; to establish and/or meet achievable deadlines consistently and be able to engage with County, local, state and federal elected and appointed officials, employees and the public to discuss issues courteously and effectively. Above all, the position must earn and maintain the trust and respect of, and establish and maintain productive working relationships with the County Administrator, elected and appointed local, state and federal officials, County employees, media and the public to be successful and effective.

**Licensure & Certification Requirements:**

The work of the position requires frequent, independent travel by passenger motor vehicle (both personal and County- owned); a valid passenger motor vehicle drivers license is required as prerequisite for the position and must be maintained during the course of employment at personal expense (a valid Virginia drivers license is required within 30 days of in-County residency). Permanent loss/revocation or lengthy suspension of driver's license may negatively affect viability of continued appointment to the position.

As determined by the County Administrator the position may be required (either personally or on behalf of the County as its agent) to obtain and maintain in good legal standing various governmental (federal, state and/or local) as well as private licenses, permits, certifications or similar designations as the roles and responsibilities of the position and operational needs of the County government necessitate. If so required the cost associated with same shall be paid by the County during the course of employment. Inability to obtain or maintain same under certain circumstances may negatively affect viability of continued appointment to the position.

**Attire, Work Environment & Physical Requirements:**

Personal attire suitable for a 'traditional' (i.e., conservative) office working environment on a day-to-day basis is required; other personal attire suitable for specific, non-routine work activities and unusual indoor and outdoor locations and environments may be needed on occasion. Specialized or safety attire and related equipment is not routinely required; if/when required same shall be provided by the County.

A majority of the position's roles, responsibilities, duties and functions occur within the office building environment of the Bedford County Administration Building (BCAB), with occasional travel to other Bedford County and non-County office buildings and facilities having varying indoor and outdoor environments and conditions which may present occasional mobility and accessibility challenges. The position is not routinely subject to unusual or extreme environmental conditions; however,

occasional outdoor 'fieldwork' to view/inspect property having varying topographic characteristics and under differing weather conditions may be required.

The typical conduct of the work of the position consists primarily of seated, sedentary activities requiring the exertion of up to 10 pounds of force regularly with additional force up to 50 pounds occasionally to move objects. The position is frequently mobile, often traveling alone to various meeting locations and other offices and facilities within and outside of the BCAB. The position requires adequate visual acuity and manual dexterity for handwriting and operation of basic office equipment such as desktop telephones and photocopiers, and computer keyboarding skills to facilitate operation of standard commercial office personal computer and related peripheral equipment; adequate visual acuity is also required for reading computer and video monitors, handwritten and printed materials and observing general surroundings and activities. The position is required to carry a cell phone. Color-blindness or color-vision deficiency is not a mitigating safety consideration for this position. Vocal communication with no significant speech impediment is required for expressing or exchanging ideas by means of the spoken word (in person and telephonically, including public speaking before groups); hearing is required to perceive auditory information at normal spoken word levels (in person and telephonically) and in discerning various audible sounds and signals (natural and electronic).

**Working Hours & Fair Labor Standards Act Classification:**

The regular working or 'office' hours for the position are Monday through Friday, 8:30 AM to 5:00 PM with a one (1) hour Meal Period (these hours may be adjusted by the County Administrator). In addition to the position's regular working hours, the nature of the position's responsibilities and the current operational characteristics of the County government's various elected and appointed political bodies and citizen organizations (i.e., Board of Supervisors, Board Committees and various other impaneled organizations and civic groups) requires the position regularly attend numerous weekday evening (5:00 PM or later) meetings and other events, averaging approximately 12 to 20 additional hours per month. The position will also be required to attend early morning (8:30 AM or earlier) events on an occasional basis. On average, two (2) weekends per year may also be affected by required work-related activities.

The position is classified as 'Exempt' by Bedford County under the federal Fair Labor Standards Act (FLSA); as such the position is not eligible for overtime pay or compensatory time off for hours worked in excess of 40 per five-day workweek. With prior approval of the County Administrator, the position may modify its regular work schedule to offset some excess hours worked on monthly basis.

**In- & Out-of-County Business Travel Requirements:**

Frequent in- and out-of-County business travel using a personal vehicle is required; common destinations for out-of- County business travel are the Cities of Lynchburg and Roanoke, the county seats of neighboring counties and the state capitol of Richmond. Occasional to infrequent out-of-state domestic travel to attend various functions may be anticipated, in some instances involving air travel. Bedford County currently maintains a small number of County-owned motor vehicles for general administrative use. Limited, off-site parking at the BCAB makes it more practical and convenient for County officials and employees to use their personal vehicles for most routine County-related business travel. County motor vehicles designed for off-road or other unusual conditions or for transporting County-owned equipment may be used as necessary for in- and out-of-



County business travel.

**Residency Requirement:**

The position is required by policy of the Bedford County Board of Supervisors to establish and maintain legal residency within Bedford County as soon as practical upon appointment to the position, generally within one (1) calendar year of appointment (legal residency within the Town of Bedford satisfies this requirement; residency within the contiguous but independent City of Lynchburg does not).

**Compensation & Employment Benefits:**

The position is salaried with access to the full range of employment benefits currently afforded full-time employees of Bedford County. Starting salary for the position is subject to negotiation depending on qualifications and experience. Compensation is generally rendered on the last working day of each month in accordance with current County policy. Mileage at the current Virginia state rate may be reimbursed to the position for business travel out-of-region when using personal vehicle under current County policy. Bedford County may provide a flat (gross, pre-tax) monthly travel allowance stipend.

Bedford County presently offers employment benefits such as paid leave, holidays, retirement, health insurance and professional development opportunities, briefly summarized as follows:

Paid Leave & Holidays - Regular full-time County employees receive twelve (12) paid holidays per year along with (1) one day (8 hours) of paid vacation per month and one (1) day (8 hours) of paid sick leave per month under current County policy. The position will begin employment with a starting balance of two (2) days paid vacation and three (3) days paid sick leave.

Retirement - Regular full-time County employees are automatic members in the Virginia Retirement System (VRS), the state government retirement system of the Commonwealth of Virginia. In 2012 the Virginia General Assembly approved a series of significant VRS reforms, notably the establishment of the VRS Hybrid Retirement Plan. Most employees with no prior service in VRS will automatically be enrolled in the new Hybrid Retirement Plan which combines the features of a 'defined benefit plan', which pays a monthly retirement benefit based on age, total service credits and average final compensation, and a 'defined contribution plan', which provides a retirement benefit based on total contributions and the investment performance of those contributions. In addition, the Hybrid Retirement Plan includes a group short- and long- term disability benefits as well as a life insurance benefit presently twice the employee's annual salary, with double indemnity in the case of accidental death or dismemberment. Participation is funded through mandatory and voluntary contributions by the employee and employer (Bedford County) to both the defined benefit and the defined contribution Plan components via monthly payroll deductions. Supplemental retirement income benefits via Section 457 Deferred Compensation Plans offered through VALIC Financial Advisors and Nationwide Retirement Solutions are also available (no employer contributions are made to these supplemental plans).

Health Insurance - Regular full-time County employees are eligible to participate in Bedford County's Group Health Insurance Plan currently provided through Anthem. The County offers four (4) plans that employees may choose from featuring both in- and out-of-network benefits. County (employer) contributions by plan type and coverage (i.e., employee-only, employee & spouse, full



family, etc.) are subject to adjustment on an annual basis. Other health care related benefits currently offered include dental and vision insurance, various life insurance options through different providers, and cancer, intensive care, accident, disability plans.

Professional Development - The position is currently allowed annual memberships in various professional development and other organizations related to Virginia local government management at County expense (subject to budget and appropriation). These memberships may be maintained at the discretion of the position or as otherwise determined by the County Administrator. As a guideline, up to five (5) working days per County fiscal year are afforded the position for attending/participating in continuing professional development opportunities of the position's choice.

**Pre-Employment Requirements:**

Finalist(s) for the position shall have completed a criminal background check and drug screening and may be required to undertake certain computer skills tests involving Microsoft Office Suite software applications prior to appointment.

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