

West Virginia Association of Counties

County Administrator

Employment

Description

Vandalia County, West Virginia is hiring for the position of County Administrator. In this role, you run the daily operations for the Vandalia County Commission, monitoring all county business on behalf of the Commission in-between official meetings. You must be proficient with computers and the following software: Microsoft Office; Excel spreadsheets; Word; PowerPoint for presentations; Quickbooks financial software. 2 years prior experience in County Government is required, or the equivalent work experience in state or municipal government. You must be proficient in budgeting and must show examples of prior work experience in budgeting. Writing samples are also required upon application.

You will be dealing with people every day, and you must represent Vandalia County in the highest professional manner. Vandalia County is an equal opportunity employer.

Advertiser details

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