

PRINCE WILLIAM COUNTY GOVERNMENT  
invites applications for the position of:

# Office of Management and Budget Director

An Equal Opportunity Employer

**POSITION #:** 897241  
**DEPARTMENT:** MANAGEMENT & BUDGET  
**SALARY:** \$93,307.50 - \$182,208.00 Annually

**CLOSING DATE:** 01/16/17 11:59 PM

## INTRODUCTION:

**Be the next Director to lead the Office of Management and Budget.** Help shape the future of Prince William County by partnering with the community, elected leaders, and government agencies to recommend the best use of public resources in pursuit of the community's vision.

Prince William is located 16 miles from Dulles International Airport, 18 miles from Ronald Reagan Washington National Airport and less than 20 miles from Washington, D.C. and is the second largest county in the Commonwealth of Virginia with a population of 453,049.

Prince William County's FY 2017 all funds budget totaled \$2.85 billion with a general fund budget of \$1.07 billion. The County has AAA bond ratings from all three major credit rating agencies.

**Preferred Skills:** Experience working with a collaborative budget development process and multi-year financial and strategic plan, experience with performance management and organizational development, experience working with local government and an elected Board or similar governing body, and experience in public speaking.

For more information about the Office of Management and Budget click here: [OMB](#).

**TO APPLY:** please visit our career page: at: <http://www.pwcgov.org/pages/careers.aspx>.

## GENERAL DEFINITION OF WORK, TYPICAL TASKS, KNOWLEDGE, SKILLS AND ABILITIES:

The statements in this class specification are intended to describe the general nature and level of work being performed by incumbent(s) assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

#### GENERAL DEFINITION OF WORK:

Performs complex professional and difficult administrative work involved in managing and supervising the functions of the Budget Office in preparing, presenting and monitoring the County's Annual Fiscal Plan, Capital Improvements Program and Strategic Plan.

Work is performed under the general supervision of the Deputy County Executive. Supervision is exercised over managerial and professional staff.

#### TYPICAL TASKS:

Directs, plans and manages the development and presentation of the County's operating budget and capital improvements program;

Directs, plans and manages the development and presentation of the County's Strategic Plan;

Explains to the BoCS and citizen groups the basis for budget and Strategic Plan process and recommendations;

Monitors and ascertains the manner in which departmental budgets are expended;

Monitors and ascertains the manner in which departments implement the Strategic Plan;

Determines the justification for budget requests of departments, boards, offices and agencies of the County;

Reviews personnel needs for all departments in conjunction with the Human Resources Director;

Manages the development and execution of specific research and related projects concerning budgetary issues;

Manages the integration of initiatives such as performance measurement, program planning and activity costing into the County's budget process;

Manages the day-to-day operations of the Budget Office: plans, assigns and manages budgetary activities, reviews progress of work and provides technical guidance when necessary;

Participates in recruitment, interviews and selections of applicants; and recommends hirings;

Supervises and evaluates the work of the Budget Technical Manager and the Management and Budget Analysts;

Keeps abreast of all developments in organizational budget management, organizational development and strategic planning and makes recommendations to the County Executive and Deputy County Executive.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Comprehensive knowledge of the principles, practices, and techniques of proper budget development; comprehensive knowledge of principles, practices and techniques of municipal budget management; comprehensive knowledge of the principles and practices of financial procedures in municipal government as required by general law; comprehensive knowledge of the principles and practices of strategic planning; comprehensive knowledge of the state laws and local ordinances applicable to budget preparation; comprehensive knowledge of the theories, practices and techniques of managerial and organizational dynamics; comprehensive knowledge of the organization, procedures and functions of County agencies; thorough knowledge of the principles and practices of modern administrative and fiscal operations; ability to develop and conduct technical training programs; ability to supervise, conduct and analyze financial studies and to develop budget estimates; ability to make oral presentations effectively before large and potentially hostile public gatherings; ability to establish and maintain cooperative and effective working relationships with public officials; ability to visualize future issues in budget management and strategic planning and recommends creative solutions; ability to plan, supervise and evaluate the work of others;

ability to work with other agencies; ability to communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to a Master's degree in Finance, Public Administration, Business Administration or a related field 5-7 years progressively responsible experience in budget and strategic planning preparation and administration in a public or governmental setting and 3-5 years supervisory experience on a professional level.

**SPECIAL REQUIREMENTS:**

Background Checks, which may include but are not limited to: Criminal History Check, Credit History Check, Education Verification, License Verification Check, and/or Fingerprinting is required.

EEO/FMDV