

Capital Budget Manager

\$75,979 to \$101,306

Job Description

The Loudoun County Department of Management and Budget seeks a high-energy, team-oriented problem solver to play a key role in the leadership of the department as the Manager of the department's Capital Budget Planning and Policy Division. The Department's mission is to provide strategic consulting services, conduct long-range fiscal planning, and guide the development and implementation of the County's budget. The Capital Budget Planning and Policy Manager reports to the Department of Management and Budget director who directly reports to the County Administrator, the County's Chief Administrative Officer. This position manages a team responsible for the long-range capital planning and budgeting process through coordination, facilitation and implementation of the County's approximately \$2 billion capital budget and a variety of capital related funds. Additionally, the position plays a key role in the long-range capital facilities planning work of the County through the Board of Supervisors' Fiscal Impact Committee on the Capital Facilities Standards, Capital Intensity Factors and Capital Needs Assessment.

The ideal candidate will possess strong written and verbal communications skills, the ability to build collaborative relationships with other County departments, and a proven track record of high-level analytical problem-solving. In addition, the successful candidate will need to demonstrate some level of knowledge about the County's budget and Fiscal Impact Committee.

Loudoun County, Virginia, is located approximately 35 miles outside Washington, DC. Loudoun County and plays a key role in the Northern Virginia region and participates in regional undertakings including those related to transportation/transit and road infrastructure, parks, mental health, public safety, and economic development. Recognized as one of the fastest growing counties in the entire United States, Loudoun boasts a thrilling and diverse local economy that will continue to expand as the Metrorail Silver Line opens three new stations within the County over the next four years.

Job Requirements

Experience with capital budgeting, planning and financing is desired and local government experience is a plus. The position requires any combination of education and experience equivalent to a Master's degree in Public Administration, Public Policy, Public or Private Financial Management, Planning or a related field and four years of progressively responsible work experience in budgeting, management analysis, land use or urban planning or another related field. This position requires thorough knowledge of Excel, Word, and PowerPoint. Experience with Oracle EBS and Hyperion is a plus and also strongly preferred.

Special Requirements

Employment is contingent upon successful completion of a criminal background check, credit check, and DMV driving record check.

Please visit www.loudoun.gov to apply.