

## CAPITAL BUDGET ANALYST

<b>Date Opened</b>	
<b>Closing Date</b>	Open until filled
<b>Hiring Range</b>	\$67,092-\$85,877
<b>Department</b>	Management and Budget
<b>Job Type</b>	Open and Competitive
<b>Full/Part-Time</b>	Full-Time
<b>Eligible For</b>	Full Benefits
<b>Reg/Temp</b>	Regular

### JOB DESCRIPTION

Loudoun County's Department of Management and Budget (DMB) is seeking a detail-oriented, innovative, and analytical team player to become a core member of its Capital Budget team. DMB, which reports directly to the County Administrator, is a change agent for the County and guides departments through resource allocation and programmatic analysis to create a high-functioning local government organization. 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.

This position is part of 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 team 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 share a passion for local government, prioritize problem solving and collaboration, and thrive in a fast-paced, results-oriented environment. The successful candidate should also have a team-oriented approach, extremely strong analytical and writing skills, a proven record of excellent customer service, the ability to build collaborative relationships with other County departments and a desire to innovate.

The position is eligible for the County's benefit package, which includes extremely competitive health, dental, and vision insurance; enrollment in the Virginia Retirement System; matching contributions to deferred compensation plan; and annual and sick leave benefits.

Loudoun County, Virginia, is located approximately 35 miles outside Washington, DC. Loudoun County 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. The County's General Fund budget totals \$1.5 billion for FY 2018 and is buoyed by strong residential, commercial, and personal property values and sales tax and its backbone of nationally-recognized schools.

Applicants should include information in the application that demonstrates how previous work, volunteer, and educational experience will make him or her the ideal Capital Budget Analyst and DMB team member.

### **JOB REQUIREMENTS**

Requires any combination of education and experience equivalent to a Master's degree in Public Administration, Public Policy, Business Administration, or a related field with three years of directly related experience in budget, management analysis, performance management, or other related work experience. Experience in public capital budgeting is strongly preferred. This position is not an accounting position. 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**

Application will be considered complete with the submission of written responses to the following questions.

1. Describe how you exemplify the following qualities: shares a passion for local government; prioritizes problem solving and collaboration; thrives in a fast-paced, results-oriented environment; has a team-oriented approach; benefits from extremely strong analytical and writing skills; and has a proven record of excellent customer service; the ability to build collaborative relationships with other County departments and a desire to innovate.
2. Describe your experience in capital budget preparation; project analysis; and/or accounting or budget tracking. Be sure to include years of experience and budget size.
3. Describe any experience you have had analyzing, researching, negotiating, and recommending solutions to issues similar to those faced by local governments. Indicate significant achievements resulting from these efforts.
4. Tell us about any experience you have had coordinating the work of various parties of interest. Please describe the dynamics or complications involved and note significant achievements resulting from your coordinative efforts.
5. Describe your experience and proficiency with Microsoft Office Suite or similar software. Include the specific systems (Word, Excel, etc.) used and the documents produced.
6. What type(s) of local government experience have you had?
7. Describe your experience in managing a budget in a government or non-profit organization.
8. Describe your experience providing training and/or coaching to staff, particularly in budget procedures.

**POST CONDITIONAL OFFER CONTINGENCIES**

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

To apply, go to <https://www.jobaps.com/ldn/sup/BulPreview.asp?R1=17&R2=S455&R3=1121>.