MANAGEMENT ANALYST/BUDGET

Date Opened	September 28, 2018
Closing Date	Open until filled
Hiring Range	Depending on Qualifications
Department	Management and Budget
Job Type	Open and Competitive
Full/Part-Time	Full-Time
Eligible For	Full Benefits
Reg/Temp	Regular

This recruitment will primarily being utilized to fill a management analyst position, however, due to organizational changes this recruitment may be utilized to fill a senior management analyst positon at a higher level.

A management analyst position requires education and experience equivalent to a bachelor's degree in in Public Administration, Public Policy, Business Administration, or a related field and three years of directly related experience in budget, management analysis, performance management, or other related work experience, with a hiring range up to $78,000, depending on qualifications.

A senior management analyst position requires education and experience equivalent to a master's degree in Public Administration, Public Policy, Business Administration, or a related field and two years of directly related experience in budget, management analysis, performance management, or other related work experience, with a hiring range up to $90,000, depending on qualifications.

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 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.

An ideal Management Analyst 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, and a desire to innovate.

DMB is responsible for the coordination and technical work in the preparation and presentation of the County's annual Proposed and Adopted Budgets; advises and assists departments with financial management and policy development; provides training and consultation to departments in the area of budget, budget systems, and performance management; and guides departments through management analyses and program evaluations to improve the effectiveness of County programs. The position is highly visible and produces work products and

recommendations that guide the County Administrator and Board of Supervisors on resource allocation decisions for the organization. The analyst acts as a subject matter expert for the financial and policy decisions and analysis for his/her assigned departments.

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

ABOUT LOUDOUN

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 2019 and is buoyed by strong residential, commercial, and personal property values and sales tax and its backbone of nationally-recognized schools.

JOB REQUIREMENTS

Requires any combination of education and experience equivalent to a bachelor'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 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.

The successful candidate will likely work directly with departments focused in the areas of human services, law enforcement, and information technology. Experience related to these local government policy areas is preferred. Experience with data analytics is also preferred.

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

Go to https://www.jobapscloud.com//ldn/sup/BulPreview.asp?R1=19&R2=S3&R3=1324 to see full job description.