

## ASSISTANT DIRECTOR, OPERATING BUDGET, PLANNING AND POLICY

<b>Date Opened</b>	February 145, 2019
<b>Closing Date</b>	Open until filled
<b>Hiring Range</b>	\$75,602 – \$124,742
<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 an experienced leader to manage the development, monitoring, and execution of the county's operating budget. DMB, which reports directly to the County Administrator, is a change agent for the County and advises senior executives and elected officials on revenue and expenditure trends and forecasts, makes recommendations on operating budget development, and manages the development and production of the annual proposed and adopted budget documents. DMB is a fast-paced, results-oriented environment and depends upon a team-approach to problem solving.

The ideal candidate will share a passion for local government with a particular interest in utilizing data to drive resource allocation recommendations. The ideal candidate will possess an inclusive and team-driven approach to management, with an interest in developing staff. The ideal candidate will also have extremely strong analytical and public speaking skills, a proven record of excellent customer service, and a desire to innovate.

The incumbent is responsible for leading a team of 10+ professionals and multiple programs including operating budget development, monitoring and forecasting of revenue and operating expenditures, internal audit/program evaluation, performance management, grants management, budget systems, and the county's management fellowship program. Additionally, the incumbent will chair the county's Revenue Committee.

Incumbent 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 two years. The County's General Fund

budget totals \$1.6 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**

The theory, principles and practices of governmental budgeting; the laws and regulations governing the budgetary activities of Loudoun County, or the ability to rapidly acquire such knowledge; the budget cycle and requirements of preparing the County's annual budget document; and principles and practices of organizational and financial management analysis. Ability to communicate ideas effectively, in verbal, written, and presentational form. Ability to plan, assign, instruct, and supervise the work of others; ability to provide coaching and other professional development guidance and recommendations to staff; and address and proactively resolve performance-related issues in accordance with county policy. Advises and provides recommendations to department director and, in consultation with department director, to senior executives, county administrator, and elected officials.

Requires any combination of education and experience equivalent to a Master's degree in Public Administration, Public Policy, Public or Private Financial Management or a related field. Seven years of progressively responsible experience in budget, management analysis or other related work experience.

#### **POST CONDITIONAL OFFER CONTINGENCIES**

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

Go to <https://www.jobapscloud.com//ldn/sup/BulPreview.asp?R1=19&R2=A3&R3=1507> to apply.