

# Director Financial and Management Services Department

Salary: \$91,117 - \$145,787 / year depending on qualifications

Position is eligible for **Full-Time County Benefits.**

James City County is seeking an individual to perform high level executive work managing the County budget and directing assigned divisions; position serves as fiscal advisor to the Board of Supervisors, County Administration, and other departments and agencies; develops, recommends, and implements fiscal policies and procedures.

Responsibilities:

- Provide the effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing and assigning work, and related activities.
- Collaborate and serve with other leaders on the County executive team; advise members of the Board of Supervisors; advocate for citizens of the County.
- Coordinate the development of policies and procedures of divisions within FMS; coordinate and assist in developing the work programs of those divisions.
- Coordinate the development of a proposed multi-year capital improvement program, with financing alternatives, for review by the County Administrator, the Planning Commission, and the Board of Supervisors; recommend alternatives, implement, and coordinate debt financing for the County.
- Serve as liaison to the Williamsburg-James City County Public School Division; coordinate fiscal and support services, as appropriate, provided to the Schools.
- Oversee the management of the County's budget throughout the fiscal year.

Requirements:

- Any combination of education and experience equivalent to a Bachelor's degree in public or business administration or a related field, Master's degree preferred; extensive experience managing a public financial operation; and, local government experience; Government Finance Officers Association (GFOA) Certified Public Financial Manager or an equivalent, and/or a Certified Public Accountant preferred.
- Must possess or obtain within thirty (30) days of hire a valid Virginia Driver's License and have an acceptable driving record based on James City County's criteria.
- Demonstrated involvement in community organizations in advisory and/or leadership roles.
- Knowledge of the principles and techniques of public management; accounting, auditing, and budgeting principles, concepts, and practices especially pertaining to public sector; information systems, purchasing, and real estate assessment practices and trends; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; leadership techniques, principles and procedures to assign work, schedule, supervise, train, and evaluate the work of assigned staff.
- Skill in use of computer software, especially Microsoft Office Suite.

**Accepting applications until 11:59pm EST on 04/26/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**

