

Program Evaluation Manager

Date Opened	June 4, 2019
Closing Date	Open until filled
Hiring Range	Up to \$ 109,749 DOQ
Department	Management and Budget
Job Type	Open and Competitive
Full/Part-Time	Full-Time
Eligible For	Full Benefits
Reg/Temp	Regular

JOB DESCRIPTION

Loudoun County's Department of Management and Budget (DMB) is seeking a high energy, team oriented problem solver to lead the organization's work on Countywide program evaluation, performance management, and grant management functions. DMB, which reports directly to the County Administrator, is a change agent for the County and advises senior executives and elected officials on a variety of diverse policy issues. DMB is a fast-paced, results-oriented environment and depends on a team-approach to problem solving.

The ideal candidate will possess strong written and verbal communications skills, the ability to build collaborative relationships with internal and external customers, and thrive in a fast-paced, results-oriented work environment. The successful candidate should also have a passion for analysis of program data including SMART goals and program performance measures, strong research and analytical skills, and a desire to innovate.

The incumbent is responsible for advising on and implementing the strategy for the Countywide performance measurement framework. The incumbent also manages program evaluation and internal audit projects, which results in recommendations for program and process improvements. In conjunction with his/her team, the incumbent also oversees the Countywide grant management program and administration of the County's approximately \$1.7 million Human Services and Tourism grant processes.

The 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 \$1.77 billion for FY 2020 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 Program Evaluation Manager.

JOB REQUIREMENTS

Thorough knowledge of principles and practices of grant management, program evaluation, research principles and methodology, and programmatic performance management. Ability to analyze complex problems and situations and develop effective recommendations; ability to communicate ideas clearly, concisely and effectively both in writing and verbally; ability to create, organize and complete complex research and translate it into easily understood publications, reports, and presentations; ability to establish effective working relationships with fellow employees, County officials, members of the business community and the general public.

Any combination of education and experience equivalent to a Master's degree in a field related to public administration, including public policy analysis or a closely related field with specific education and/or experience focusing on program evaluation, performance management, and or grant management. At least two years' experience in one of these fields.

POST CONDITIONAL OFFER CONTINGENCIES

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

To apply, go to <https://www.jobapscloud.com/LDN/sup/bulpreview.asp?R1=19&R2=A2&R3=2041>