



CHESTERFIELD COUNTY  
invites applications for the position of:

# Director of Budget and Management

An Equal Opportunity Employer  
Committed to Workforce Diversity

---

**SALARY:** Negotiable

**OPENING DATE:** 4/19/2021

**CLOSING DATE:** 5/7/2021 11:59 PM

**DEPARTMENT:** Budget and Management

**MINIMUM QUALIFICATIONS:**

**PLEASE NOTE: Cover letter and resume are required. Please attach both to your NeoGov application before submitting online.**

The Director of Budget and Management will lead, coordinate, and direct the activities of the department. The director provides key leadership in managing the day-to-day operations of the Budget and Management department to provide high quality services and promote sound fiscal management practices.

The selected candidate for this key leadership position will be responsible for integrating and coordinating major strategic functions such as financial planning, budgeting, capital facilities planning, debt management, and the growth and development of the organization to ensure the fiscal strength and integrity of county government; the long term viability of the community; and the quality of services (and county government in general) as perceived by residents and employees. The incumbent will also provide advice on these issues to the County Administrator and the Board of Supervisors. This position reports directly to the Deputy County Administrator of Finance and Administration, serves on the Finance and Administration's Leadership Team and supervises a staff of eleven employees.

The Director of Budget and Management will also provide general policy guidance on financial plans and reports, including the annual financial plan, capital improvement program, performance reports, strategic plans and numerous special reports (e.g. bond rating agency presentation, school/county function consolidation, cost benefit analyses, staffing reports, etc.) Additionally, the Director of Budget and Management is responsible for overseeing the following county budgets:

- Consolidated Operating Budget of \$1.5 billion
- County Capital Improvement Plan (including cash proffers) of \$455.4 million
- New Debt Issued between \$50-100 million per annum
- Departmental Budget of \$1,194,300

Applicants should possess a bachelor's degree (master's preferred) in business, public administration or a related field and at least ten (10) years of progressively responsible related experience, including five years in a management capacity or an equivalent combination of training and experience. Applicants should also have experience working directly with elected officials, citizen committees, etc., and experience with integration and coordination of major organization-wide strategic functions.

**Good driving record, pre-employment drug test and extensive background check required.**

A Chesterfield County application is required and must be submitted online. Visit [www.chesterfield.gov/careers](http://www.chesterfield.gov/careers) to view instructions and to complete and submit an application with required attachments. (804) 748-1551.

*An Equal Opportunity Employer Committed to Workforce Diversity*