

# Employment Opportunity



Established in 1877, the Virginia Department of Agriculture and Consumer Services (VDACS) promotes the economic growth and development of Virginia agriculture, provides consumer protection and encourages environmental stewardship.

## Director, Administrative and Financial Services (General Administration Manager III, Pay Band 7)

#00173 – Richmond

The Virginia Department of Agriculture and Consumer Services seeks a dynamic leader to join its Strategic Management Team. This position works closely with the Commissioner and Deputy Commissioner to provide effective leadership and ensure superior financial and administrative services to the agency. The position is responsible for providing direction and management of the administrative and financial operations, which includes budget, finance, procurement, facilities management, and information systems and oversight of the Virginia Winery Distribution Company and the Virginia Agricultural Council. This position will coordinate and represent these programs with various state agencies, federal agencies, and industry groups. The successful incumbent will be responsible for ensuring agency operations conform to state and federal policies and procedures. Once onboarded, this position may be eligible for telework opportunities; availability, hours, and duration of telework shall be approved as outlined in the Commonwealth's telework policy.

**QUALIFICATIONS:** Extensive knowledge and experience with government and administrative operations including budget, finance, procurement, facilities management, and information systems. Comprehensive and proven senior level leadership; management and supervisory experience in a complex government organization to include experience in analysis, decision-making, and strategic planning; and proven ability to work and engage with a wide range of people, organizations, agencies, and high-level government officials. Exceptional oral and written communication skills as well as demonstrated ability to handle multiple tasks and competing priorities; to plan, direct, implement, and monitor diverse programs and priorities; to oversee and direct the work of managers and professional staff; to interpret complex rules and regulations; and to analyze problems and develop logical conclusions. Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, or related field. **Preferred:** Considerable experience with Virginia state government administrative operations. A Master's degree in Public Administration, Business Administration or related field is ideal. An equivalent combination of training and experience indicating possession of the preceding knowledge and abilities may substitute for education and experience. **Hiring Salary Range: up to \$135,000 annually. Excellent State Benefits.**

The final candidate must successfully complete a fingerprint-based criminal background check. In accordance with the Code of Virginia, incumbents of this position are required to complete a Statement of Personal Economic Interests form upon hire and annually thereafter.

To be considered for this position, you must apply online at <https://www.jobs.virginia.gov/jobs/director-administrative-amp-financial-services-richmond-virginia-united-states> by 11:55 PM EST/EDT on **February 24, 2023**. For more information or assistance, you may contact the Human Resources Office, Virginia Department of Agriculture and Consumer Services, 102 Governor Street, Richmond, VA 23219; Telephone: (804) 371-8066; TDD/TTY: VA Relay 711 or 800-828-1120; E-mail [hr.vdacs@vdacs.virginia.gov](mailto:hr.vdacs@vdacs.virginia.gov). VDACS is dedicated to recruiting, supporting, and maintaining a competent and diverse workforce.

*Quality Customer Service: A VDACS Commitment*

Virginia Department of Agriculture and Consumer Services  
Human Resource Office, Oliver Hill Building, 102 Governor Street, Richmond, VA 23219

An Equal Opportunity Employer

[vdacs.virginia.gov](https://vdacs.virginia.gov)