

# Fairfax County Government

## Management Analyst IV - Chief, Financial Management Branch

**Salary** - \$88,953.90 - \$148,257.62 Annually

**Location** - FAIRFAX (EJ26), VA

**Job Type** - FT Salary W BN

**Department** - Land Development Svcs

**Job Number** - 23-00900

**Closing** - 3/31/2023 11:59 PM Eastern

**Pay Grade** - S32

**Posting Type** - Open to General Public

**To apply:** <https://www.governmentjobs.com/careers/fairfaxcounty/jobs/3956701/management-analyst-iv-chief-financial-management-branch?keywords=management%20analyst&pagetype=jobOpportunitiesJobs>

### Job Announcement

Fairfax County boasts a top-notch school system, safe neighborhoods, thousands of acres of parkland, and bustling town centers. County government sits at the heart of this dynamic community of almost 1.2 million residents and seeks employees eager to bring their energy, enthusiasm and skills to serve Fairfax residents and to shape the county's future. Land Development Services (LDS) is the steward of the county's land development and building construction codes and regulations, and its staff members embrace their essential role as "first preventers." Every day, through careful review, permitting and inspection of site and building construction, our staff protect the health, safety, welfare, and environment for those who live in, work in, and visit Fairfax County. Our department also serves as the gateway to much of the county's economic development, reviewing over 30,000 building and site plan submissions, issuing nearly 70,000 building permits, and conducting over 220,000 building and site inspections each year. If you would like to join a creative, collaborative, innovative team doing meaningful work, then LDS is the place for you.

Manages a fast paced, challenging environment responsible for financial and human resources functions for a 350-person organization.

Highlights are as follows:

- Manages resources up to \$45M, maintaining internal controls and projecting year-end balances.
- Responsible for the oversight for revenue management, procurement, projections, budget, performance metrics, purchasing initiatives and human resources position budget planning.
- Serves as the Chief Financial Manager for LDS, working closely with agency senior leadership on cross-system long-range financial and structure planning, strategic financial planning, departmental dashboard metrics and performance measures, and strategic scorecard coordination.
- Responsible for department-wide audit review and coordination.
- Works with countywide agencies to implement revenue generated from proffers received through private development within the county.
- Advises the director and executive leadership team of LDS on fiscal matters and directs financial policy implementation.
- Ensures human resource practices and applications are consistent with county policies, supporting the workforce.

**Note:** The assigned functional areas of the position are **financial management including revenue, budget and procurement** and **human resources planning**.

### **Illustrative Duties**

Directs and manages long-term, large-scale, high-priority, sensitive programs/projects that are multi-disciplinary and involve multiple agencies;  
Manages a group of professionals engaged in diverse administrative and management support activities;  
Establishes and implements program policies, develop and manages the budget for designated programs;  
Ensures County programs reach the intended populations and targeted benefactors;  
Directs research and evaluation of trends in applicable areas of responsibility;  
Develops long- and short-term goals, objectives and solutions for division;  
Interfaces with central County staff departments (such as DMB, DHR, Finance, Purchasing and Supply Management) for seamless collaboration;  
Provides consultation on strategic planning, organizational development and redesign projects;  
Prepares for and presents to County Board of Supervisors (or Committee) regarding areas of expertise and responsibility.

### **Required Knowledge Skills and Abilities**

*Extensive knowledge of the mission, goals, objectives, funding sources, organizational structure, workload, and staffing of the organizational unit or program to which incumbent is assigned;*  
*Extensive knowledge of the principles, practices, and techniques relating to the functional area of business operation;*  
*Extensive knowledge of statutory and regulatory requirements governing application of program funding, execution of program activities, and achievement of program outcomes;*  
*Knowledge of the legislative and executive decision making processes;*  
*Knowledge of the project management life cycle and its supporting phases;*  
*Ability to identify organizational problems, evaluate possible solutions, and select and implement the most advantageous course of action;*  
*Ability to identify and determine appropriate methods for gathering data;*  
*Ability to make oral presentations to department management, other departments, or the public;*  
*Ability to write detailed, accurate reports, grants, or solicitations for pertinent areas of administration;*  
*Ability to manage professional and paraprofessional employees including coaching, counseling, training, and evaluation.*

### **Employment Standards**

#### **MINIMUM QUALIFICATIONS:**

[Any combination of education, experience, and training equivalent to the following:](#)

*(Click on the aforementioned link to learn how Fairfax County interprets equivalencies for "Any combination, experience, and training equivalent to")*

Graduation from an accredited four-year college or university with a bachelor's degree in fields related to the assigned functional areas; plus five years of professional work experience within more than one of the assigned functional areas.

#### **CERTIFICATES AND LICENSES REQUIRED:**

Not applicable.

#### **PREFERRED QUALIFICATIONS:**

- Ability to set priorities, solve problems, and make sound and supportable decisions;
- Excellent communication and relationship-building skills, with an ability to influence, negotiate, and work with a variety of internal and external stakeholders;

- Experience in revenue management;
- Experience with local government budget and financial management processes;
- Experience supervising professional and administrative financial staff in a fast-paced environment;
- Experience using an ERP system and Microsoft Office Excel, Word, and PowerPoint;
- Minimum of two years of supervisory experience.
- Experience in public sector human resources management.

#### **NECESSARY SPECIAL REQUIREMENTS:**

The appointee to the position must satisfactorily complete a criminal background check and a credit check as a condition of hire or continued employment.

All newly hired employees are required to be fully vaccinated against COVID-19 (two weeks after the last required dose) as a condition of employment or obtain approval of a medical or religious exemption **prior to their start date**. Proof of an exemption or vaccination status will be required during the pre-employment onboarding process. New employees who obtain an exemption from the vaccine mandate for medical or sincerely held religious beliefs may be subject to a weekly testing requirement. Vaccinated employees and employees with a medical or religious exemption will complete the attestation online on their first day of employment or shortly thereafter.

**Note: This position is designated an "Essential Employee."**

#### **PHYSICAL REQUIREMENTS:**

Duties are generally sedentary and performed in an office environment. Ability to operate keyboard driven equipment. All duties performed with or without reasonable accommodations.

#### **SELECTION PROCEDURE:**

Panel interview, may include practical exercise.

The population of Fairfax County is very diverse where 39.8% of residents speak a language other than English at home ([Spanish, Asian/Pacific Islander, Indo-European, and others](#)) and we encourage candidates bilingual in English and a foreign language to apply to this opportunity.

**Fairfax County Government prohibits discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, disability, sexual orientation, gender identity, genetics, political affiliation, or military status in the recruitment, selection, and hiring of its workforce.**

Reasonable accommodations are available to persons with disabilities during application and/or interview processes per the Americans with Disabilities Act. Contact 703-324-4900 for assistance. TTY 703-222-7314. [DHREmployment@fairfaxcounty.gov](mailto:DHREmployment@fairfaxcounty.gov) EEO/AA/TTY.