ASSISTANT DIRECTOR, OPERATING BUDGET

Recruitment #20-A4-0272

**Introduction**

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 has a history of strong financial management and maintains a triple – AAA bond rating. The County’s General Fund budget totals $1.78 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.

**Job Description**

Loudoun County’s Department of Finance and Budget (DFB) is seeking an experienced leader to fill one of four Assistant Director positions within the department. The Assistant Director over the Operating Budget Planning and Policy Division is responsible for strategically managing the development, monitoring, and execution of the county’s operating budget. This position reports to the County Chief Financial Officer who is a direct report to the County Administrator.

DFB is an internal service agency that is a key change agent for the County whose major lines of business
include capital and operating budget management, grants management, performance management, internal program audit, procurement, finance, debt management, payroll and financial systems administration. The Operating Budget Planning and Policy Division advises senior executives and elected officials on revenue and expenditure trends and forecasts, makes recommendations on operating budget development, and manages all aspects of the development and production of the annual proposed and adopted budget processes and documents. DFB is a fast-paced, results-oriented environment and depends upon a team-approach to problem solving.

The ideal candidate will share a passion for local government with a particular interest in utilizing data to drive resource allocation recommendations. The ideal candidate will possess an inclusive and team-driven approach to management, with an interest in developing staff. The ideal candidate will also have extremely strong analytical and public speaking skills, a proven record of excellent customer service, and a desire to innovate. Success in this position is extremely dependent on the incumbent’s ability to collaborate across departmental lines and to be able to communicate effectively with others from peers to senior executives and elected officials. The incumbent is responsible for strategically leading a team of 10+ professionals and multiple programs including operating budget development, monitoring and forecasting of revenue and operating expenditures, budget systems administration, analysis of fiscal impacts to the County resulting from state and federal legislation, economic development opportunities, land uses and other factors and special projects and studies at the direction of the CFO and County Administrator. Additionally, the incumbent will chair the county’s internal Revenue Committee comprised of the CFO, Treasurer, Commissioner of the Revenue, Clerk of the Circuit Court, school division representatives and other key county leaders.

This position 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.

**Job Requirements**

Requires any combination of education and experience equivalent to a Master’s degree in Public Administration, Public Policy, Public or Private Financial Management or a related field. Ten years of progressively responsible experience in budget, management analysis or other related work experience.

The theory, principles and practices of governmental budgeting; the laws and regulations governing the budgetary activities of Loudoun County, or the ability to rapidly acquire such knowledge; the budget cycle and requirements of preparing the County’s annual budget document; and principles and practices of organizational and financial management analysis. Ability to communicate ideas effectively, in verbal, written, and presentational form. Ability to plan, assign, instruct, and supervise the work of others; ability to provide coaching and other professional development guidance and recommendations to staff; and address and proactively resolve performance-related issues in accordance with county policy. Advises and provides recommendations to department director and, in consultation with department director, to senior executives, county administrator, and elected officials.

**Post Conditional Offer Contingencies**

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

Click on a link below to apply for this position:

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**Fill out the Application NOW using the Internet.**

If you have questions about how to apply online, you may contact us by phone at (703) 777-0213 or email us at HR@loudoun.gov, EOE.