

ASSISTANT DIRECTOR, CAPITAL BUDGET AND LONG-RANGE PLANNING

Recruitment #22-139-3888

Date Opened 6/16/2022 08:00:00 AM

Closing Date 7/15/2022 11:59:00 PM

Salary Range \$95,947.88-\$182,300.98

Department DEPARTMENT OF FINANCE AND BUDGET

Job Type Open and Competitive

Full/Part-Time Full-Time

Benefits Full Benefits

Reg/Temp Regular

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Job Description

Loudoun County's Department of Finance and Budget (DFB) is seeking an experienced leader to manage the development, monitoring, and execution of the county's capital planning products, including the six-year capital budget. This position serves under the general supervision of the deputy chief financial officer (DCFO). DFB is an internal service department responsible for the provision of services to other county departments by professionally managing organization-wide processes and providing sound advice in budget analysis, research, processing of financial transactions, and the acquisition of goods and services. 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 and coaching staff and building collaborative relationships with county leadership. 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. The position serves as a key member of the DFB leadership team and leads a team of managers and analysts in the areas of capital planning and budgeting, debt management, and demographic and economic analysis. The position also serves as the staff liaison to an advisory committee appointed by the Board of Supervisors, the Fiscal Impact Committee. This position

frequently provides information and recommendations to the DCFO, CFO, and County Administrator and is responsible for coordination and presentation of Board items. The primary tasks of this position include, but not limited to:

- Leads the development of the County's \$3 billion, six-year capital budget
- Makes informed recommendations on the programming of multiple revenue sources, including debt, local tax funding, cash proffers, and state and federal funding
- Contributes to the execution and periodic revision of the county's Fiscal Policy
- Oversees the development of the County's capital planning products, including the Capital Facility Standards, Capital Intensity Factor, and Capital Needs Assessment (www.loudoun.gov/2070/Capital-Planning)
- Serves as the staff liaison to the Fiscal Impact Committee (www.loudoun.gov/fic)
- Oversees the development of population, employment, and household forecasts with an emphasis on organization-wide collaboration
- Represents the department and organization at internal and external meetings and conferences
- Manages staff performance in accordance with county and human resources policies, including providing regular formal and informal feedback and appraisals to direct reports and providing ongoing development and coaching of staff

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 30 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 year. The County's General Fund budget totals \$3 billion for FY 2023 and is buoyed by strong residential, commercial, and personal property values and sales tax and its backbone of nationally-recognized schools. Hiring salary is commensurate with experience

Job Requirements

Masters degrees in public administration, business, or other related fields; five years of directly related, progressively responsible work experience including three years in a supervisory or management role preferably in a government setting; or equivalent combination of education and experience. Knowledge, skills, and abilities: 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 debt management and compliance. 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.

Post Conditional Offer Contingencies

Criminal, credit, and DMV background checks required. Valid driver's license and good driving record (driving records may be reviewed annually for continued qualification).



Click on a link below to apply for this position:




**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.

Loudoun County Government

P.O. Box 7000, Leesburg, VA 20177

Ph: (703) 777-0100

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