

SENIOR MANAGEMENT ANALYST

Recruitment #24-126-0139

Date Opened 9/13/2023 08:00:00 AM

Closing Date 9/27/2023 11:59:00 PM

Salary Range \$67,283.64-\$117,746.37

Department COUNTY ADMINISTRATION

Job Type Open and Competitive

Full/Part-Time Full-Time

Benefits Full Benefits

Reg/Temp Regular

Job Description

Are you passionate about local government budgeting? Do you enjoy analyzing and solving complex issues? Loudoun County, Virginia's Office of Management and Budget (OMB) is seeking a Senior Management Analyst to play a critical role in the County's annual budget process and organizational problem solving. After a training period, this position is eligible for up to three days of telework per week.

The ideal Senior Management Analyst shares a passion for local government, prioritizes problem solving and collaboration, and thrives in a fast-paced, results-oriented environment. The successful candidate should also have a team-oriented approach, extremely strong analytical and writing skills, a proven record of excellent customer service, and a desire to innovate. OMB is responsible for the coordination and technical work in the preparation and presentation of the County's annual Proposed and Adopted Budgets; advises and assists departments with financial management and policy development; provides training and consultation to departments in budget, budget systems, and performance management; and guides departments through management analyses and program evaluations to improve the effectiveness of County programs. The position is high-visibility and produces work products and recommendations that guide the County Administrator and Board of Supervisors on resource allocation decisions for the organization. The analyst acts as a subject matter expert for the financial and policy decisions and analysis for their assigned departments.

This position is a member of the twelve-member operating budget, planning and policy division. The team prioritizes innovation, creative and critical problem solving, and high-quality customer service. The operating division is responsible for coordination and technical work in the preparation, monitoring, execution, and presentation of the County's Proposed and Adopted budgets, as well as long-term budget forecasting. More information about the operating team's work products can be found at www.loudoun.gov/budget.

Applicants should include information in the application that demonstrates how previous work, volunteer, and educational experiences will make them the ideal Management Analyst and OMB team member. **The salary range and job description summarize the Management Analyst IV (Senior Management Analyst) role. The County will consider candidates with less education and/or work experience for a potential underfill to align with the Management Analyst III salary and grade. The salary range for the Management Analyst III is \$61,809.80 - \$105,076.66.**

Salary Commensurate with Experience.

Salary \$67,283.64 - \$117,746.37 Recruitment #24-126-0139

Visit our on-line employment center at <https://www.loudoun.gov/jobs> for more information and to apply EOE

Job Requirements

Management Analyst IV minimum requirements: Requires any combination of education and experience equivalent to a bachelor's degree in economics, political science, government, public administration, public policy, business administration, Finance, or a related field with four (4) years of related experience in areas such as government, budget management, policy analysis, project management, or program evaluation.

Management Analyst III minimum requirements: Requires any combination of education and experience equivalent to a bachelor's degree in Finance, Business Administration, Public Administration, Public Policy, or related field; three (3) years of related work experience in areas such as government operating or capital budgeting and planning.

Experience with forecasting local government revenue in Virginia and multi-year forecasting is strongly preferred. Experience with MS Office, Oracle EBS, and Hyperion is strongly preferred.

Post Conditional Offer Contingencies

Employment is contingent upon successful completion of criminal and credit background checks.