

# Welcome To Albemarle County

## THANK YOU FOR CONSIDERING ALBEMARLE COUNTY.

Albemarle County is one of the most desirable locations in Virginia and in the nation, with an excellent school system, low taxes, low crime and unemployment rates, a skilled and educated workforce, and a wealth of cultural, historic and recreational amenities in a beautiful setting. Our community is energized by entrepreneurship and invention fueled by the University of Virginia, one of the country's most renowned research institutions. Our focus on innovation, ideas and opportunity make Albemarle an ideal place to live, work and play.

The County enjoys a strong economy, a healthy business presence, a school system among the top 10% in the state, a thriving local arts, music and culture scene, and parks and greenways that celebrate the County's pastoral setting. The County's wide variety of educational opportunities include a public school system that has earned the VIP Governor's Award for Educational Excellence, two of Virginia's four charter schools, and higher education facilities such as the University of Virginia and Piedmont Virginia Community College.

Albemarle embraces its vibrant local arts and agritourism scene, hosting the Crozet Music Festival each year, as well as showcasing its artisan breweries, wineries, and craft studios through the Monticello Artisan Trail. Shenandoah National Park and the Blue Ridge Parkway touch the western frontier of the County, and Albemarle itself possesses over 4000 acres within its parks system.

This guide will highlight some of the important information that you will need in considering your move to Albemarle County. *Welcome home.*





# THE DEPUTY DIRECTOR OF FINANCE

The Albemarle County Deputy Director of Finance will join a fiscally sound local government operation with the prestigious triple-AAA bond rating held since 2015 and 21 consecutive years of earning the GFOA Certificate of Achievement for Excellence in Financial Reporting. This is a senior level professional position in the County Executive form of government wherein the responsibilities of Treasurer and Commissioner of the Revenue are performed by the Chief Financial Officer (CFO). The Deputy Director of Finance reports directly to the CFO and oversees the day to day operations of the multiple divisions of the Finance Department which serves both the local government and Albemarle County Public Schools. The Deputy Director of Finance provides operational and financial leadership, advice, and consultation that will significantly impact the operations of the Finance Department and the County as a whole.

## The Department:

As the Deputy Director of Finance, the successful candidate will assume direct responsibilities for the day to day operations of the Finance department, leading a staff of over 60 employees who in aggregate possess a wide-array of professional experience and education. The Deputy Director is responsible for ensuring the difficult, varied, and complex tasks are performed in conformance with the policies and practices imposed by the CFO, the County Executive and the Board of Supervisors, consistent with governing local, state, and federal laws, and regulations promulgated by the Government Accounting Standards Board (GASB), Virginia Department of Taxation, Department of Motor Vehicles, Auditor of Public Accounts, and other oversight entities. The successful candidate for this position will be an inspiring leader who embraces team work, collaboration and the principles of high performance organizations.

## Fiscal Environment:

The County's growth and urbanization in recent years brings new challenges and complexities to our fiscal environment. Examples of the types of challenges include: consideration of service districts for storm water and other infrastructure improvements; use of General Obligation bonds approved through public referendum in support of education projects; consideration of Tax Increment Financing and other financial tools to incentivize economic development; consideration of public/private partnerships; implementation of more sophisticated debt and cash management tools; establishment of special funds in support of operations; implementation of ever-increasingly complex GASB standards for financial reporting; expanded use of State Revenue Sharing funds in support of transportation projects; and, assisting with maintaining a competitive tax rate in an expanding urbanized area that requires additional services. The Deputy Director of Finance will be expected to bring experience and provide expert guidance in all these areas.

The incumbent directly supervises the following Division Heads: **County Assessor** (Real Estate); **Chief of Financial Management** including Accounts Payable and Financial Reporting, Payroll, Purchasing and Warehouse, and Debt and Treasury Management; **Chief of Revenue Administration** including Business and Individual Property Tax Assessments and Licensing, Collections, Delinquent Collections, and Administration of the Tax Relief for the Elderly and Disabled; **Risk Manager**; **Financial Systems Manager**; **Economics and Forecasting Manager**; as well as the **Management Analyst II**. Although the Office of Management and Budget (OMB) is a separate department, Finance Department staff are responsible for revenue forecasting, and they participate closely with OMB on capital improvement and debt planning.

## Education and Experience:

A Bachelor's degree in accounting, economics, business, finance or related field is required and master's degree in public administration or business administration is preferred. General knowledge of the principles and practices of public administration, government accounting and financial reporting, property assessment and local taxation, purchasing, risk management, and accounting is essential.

At least ten (10) years of progressively responsible related experience, to include supervisory or management experience preferably in a local government setting; Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designations are desired.

## Knowledge, Skills And Abilities:

Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures; thorough knowledge of the principles and practices related to government accounting (GAAP, GASB) and reporting requirements; thorough knowledge of the principles and practices and regulating laws of modern pension funds, retirement plans and employee and general liability insurance administration; ability to evaluate complex financial systems and efficiently formulate and install accounting methods, procedures, forms and records; ability to prepare informative financial reports; ability to plan, organize, direct and evaluate the work of subordinate employees in the specialized field of accounting; ability to exercise strong leadership skills and HPO principles; ability to formulate long-range fiscal planning. Basic knowledge of principles and practices of real property assessment, and general knowledge of federal, state, and local tax laws; basic knowledge of fiscal modeling and forecasting, risk management, and financial systems and business processes oversight.



## Essential Functions:

- Assist in the planning, organizing and direction of the operations and activities of the Finance Department;
- Provides executive level leadership and direct supervision to the Finance Department's Division Chiefs;
- Provides advice and consultation to the CFO and department heads on fiscal matters;
- Prepares or facilitates the preparation of a variety of periodic, special and required financial and statistical reports;
- Interprets and presents financial/budgetary reports in a wide variety of internal staff and public meetings;
- Advises the CFO and department heads on budgetary and complex financial matters;
- Serves as primary liaison with the Office of Management and Budget;
- Provides leadership for and oversight of general reassessment of all County real property;
- Evaluates the County's fiscal condition and assists in preparing long range financial forecasts;
- Formulates general policies applicable to proper administration of local tax revenues and customer service delivery and works with the public to resolve complaints regarding financial and tax matters;
- Oversees financial systems and business operations activities and develop long range plans to facilitate transitions to new technologies and software as needed to support changing business requirements;
- Assists other departments with the development and implementation of business processes and financial systems;
- Establishes and maintains all financial and accounting systems for the County;
- Assist in designing long-term financial plans for capital improvement programs;
- Assist in the preparation of annual comprehensive financial statements (CAFR);
- Oversees the annual audit of the County;
- Oversees debt management;
- Manages the investment of all County funds;
- Performs a wide variety of related professional and administrative duties as assigned;

## Physical Conditions And Nature Of Work Contacts:

Conducts work in a sitting position; however, job requires frequent standing, walking, bending, stooping and light lifting. Requires frequent operation of a variety of office machines. Occasional air or motor transportation to attend meetings. Regular and frequent contacts made at all organization levels (internally and externally) for the purpose of achieving organization goals and mission, requiring interpretation of policy and committing the organization to a future course of action. Communication may: (a) not be cooperative but requires tact and discretion; and (b) reflect need to motivate, persuade or influence individuals or groups. Regular contact made with the highest appointed and elected officials or the most influential persons in the community. Communications often: (a) defend, justify, negotiate, and settle highly significant or sensitive issues; (b) require skills in diplomacy, persuasion, and negotiation; and (c) incorporate a developed sense of strategy and timing.



## Key Attributes of Our Ideal Candidate:

- Demonstrates integrity, trustworthiness, and respect and is able to build and maintain trust with others
- Is an approachable, communicator at levels, actively listens, maintains an open-door policy, provides opportunities for feedback
- Demonstrates concern for employees and citizens
- Fosters promotes a collaborative, positive, team-oriented work — both Internally with employees, other departments and schools; and externally partners and Stakeholders
- Seeks and is receptive to feedback or input from others, utilizes information to motivate and implement change
- Embraces high performing organization principles by encouraging continuous improvement
- Fosters a culture of diversity within the workforce; respects and values the diversity of the community
- Understands multiple functions within the Finance department, ability to provide support and guidance to the various divisions
- Is guided in all things- personally and professionally- by a strong moral compass
- Models professionalism and expects professional behavior from staff, yet also has a sense of humor
- Is committed to transparency through disclosure, clarity, and accuracy in communications with stakeholders
- Has a high level of energy, enthusiasm, and passion for the work and is not deterred by obstacles
- Is flexible, but realistic, and can motivate others to achieve positive change
- Prioritizes contributing to the success of others
- Builds strong relationships within and outside the department, collaborates with others and for the good of the organization
- Has demonstrated success and experience working in the public sector

## Compensation and Benefits:

Full salary range \$84,825-\$138,461; Hiring range \$84,825-\$101,790 dependent upon candidate education and experience. Excellent benefits including vacation and sick leave, health insurance options and Virginia Retirement System benefits. This is a full time, FLSA Exempt position.

## How to Apply:

Submittal of cover letter, resume and County application is required. All applications will be processed through Albemarle County's online application system at [www.albemarle.org/jobs](http://www.albemarle.org/jobs). Please be advised that faxed and mailed applications will not be considered.

**Deadline for Application:** March, 8th 2019, 5:00 P.M. EST

## Questions?

Contact Davra Miller  
Phone: 434-296-5827 x3015  
Email: [dmiller@albemarle.org](mailto:dmiller@albemarle.org)



## LOVE WHERE YOU WORK

*The County government, with an annual budget of over \$428 million planned in FY 2019, prides itself in sustaining responsive and accessible services to its citizens, while emphasizing professionalism and efficiency. Albemarle County is recognized for quality services and innovative programs while still maintaining a comparatively low tax rate. The County government takes pride in being One Organization Committed to Excellence, valuing partnership and teamwork opportunities.*

### One Organization Committed to Excellence

The idea of One Organization, Committed to Excellence is meant to foster a sense of community throughout the organization. It underscores that we are all working together toward the betterment of our community; through sharing of knowledge and resources, collaboration with our colleagues, and working with our community partners and neighboring localities. Albemarle County is committed to a High Performing Organization model. We value creativity, learning, and innovation.

### Public Service

Albemarle County employees are passionate about and feel rewarded by their role in helping to build and support their community. Our employees are customer service oriented to all customers, both internal and external, and the appreciation from the community for the delivery of service is gratifying.

### Leadership at all levels

Leadership at all levels encourages staff involvement, collaboration, and accountability. Everyone is encouraged to show leadership by looking beyond their individual role to see how their work impacts the broader organization, taking ownership of areas for improvement, thinking about the future, linking with others to address cross-departmental issues, and staying on the cutting edge, professionally.

### Total Rewards - Compensation and Benefits

- **Salary – Compensation System that incorporates market considerations**
- **Retirement – participation in the Virginia Retirement System (VRS)**
- **Competitive Insurance Benefits for Health, Vision, and Dental**
- **Relocation Assistance**
- County-paid Life Insurance
- Deferred compensation available
- Holidays / Leave package
  - 12 Days of Holiday Leave
  - 12 Days of Annual Leave (*increases with continuous years of service*)
  - 12 Days of Sick Leave
  - Other types of paid leave such as Inclement Weather, Emergency, Jury Duty, Election Poll Volunteer, and other types of Administrative leave.
- Supportive of work-life balance
- All locations have free parking
- Social Activities Club hosts events with reduced cost meals, and offers reduced-cost movie tickets
- Annual Reward and Recognition ceremony with reduced cost lunch
- Department-level recognition programs
- Learning and Development – free classes through County course catalog, focus on continuous learning, department budget for additional opportunities, conferences, and professional fees for staff
- Wellness - programs year round to stay healthy and well – free flu shot, free mammogram screenings, lose well weight loss program, discounted rates with local area vendors and gyms, free use of County gym at two main office locations with showers at both
- Free access to Albemarle County Parks year round
- County resident discount for all County employees (regardless of residency)
- Qualifying employer for the Federal Public Service Loan Forgiveness Program

