

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1104 **TITLE:** CHIEF FINANCIAL OFFICER **GRADE:** E-13

DEFINITION:

Under the direction of the County Executive, leads, plans, and manages the County's financial operations, to include agencies responsible for tax assessment, revenue collection, accounting, budgeting, spending, procurement and the issuance and management of county debt; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

Not applicable.

ILLUSTRATIVE DUTIES:

Creates a shared vision of the future for agencies under its span of control, ensuring this vision is aligned with the County's overall strategic vision;
Oversees the Department of Management and Budget, Department of Finance, Department of Tax Administration, and Department of Purchasing and Supply Management;
Serves as liaison with the Retirement Agency and Internal Audit to coordinate responsibilities;
Articulates the County's vision so that agencies understand and collaborate to support the organization's values, goals, and strategies;
Develops and exercises management controls to ensure fiscal integrity of the County;
Represents Fairfax County as a senior management team member to educate the Board of Supervisors, citizens, and business community on the financial condition of the County;
Maintains external relationships with professional groups (e.g. Government Finance Officers Association, International City/County Managers Association) in order to promote Fairfax County as a leader in local government;
Monitors and evaluates plans, focusing on results and ensuring attainment of outcomes to maintain accountability;
Improves the quality of services, products and processes through training, automation, and redesign of business processes;
Develops leadership in others through coaching, mentoring, and rewarding;
May serve as Acting County Executive in the absence of the County Executive.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and practices of governmental policies, finances, management and budgeting methods and concepts;
Thorough knowledge of federal, state and local regulatory requirements applicable to the County's financial and budgetary activities;
Thorough knowledge of the funding process in a municipal environment as related to budgeting, cost accounting, financial planning, and management;
Knowledge of public finance, including auditing, accounting, debt issuance, and budgeting;
Ability to plan, formulate, and execute policies and programs;
Ability to explain and interpret county regulations, rules and policies to individuals and groups, in order to gain compliance, cooperation, and understanding;

Ability to analyze a variety of administrative, operations, and fiscal problems and make sound recommendations for solution;

Ability to establish effective, cooperative working relationships with officials, including the ability to develop consensus which accommodates conflicting interests and viewpoints;

Ability to communicate effectively, both orally and in writing.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited four-year college or university with a Bachelor's degree in Public Administration, Business Administration, or a closely related field; PLUS

Eight years of progressively responsible experience in fiscal management.

CERTIFICATES AND LICENSES REQUIRED:

Not applicable.

NECESSARY SPECIAL REQUIREMENTS:

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REGRADED: April 4, 2011
REVISED: April 16, 2002
ESTABLISHED: September 3, 2001