



## County of Frederick

**Michael J. Marciano**  
Director of Human Resources

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TO: Human Resources Committee and Board of Supervisors

FROM: Michael J. Marciano

DATE: June 17, 2021

SUBJECT: HR Committee Agenda

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The HR Committee will meet in the First Floor Executive Conference Room at 107 North Kent Street on **Friday, June 25, 2021** at 9:00 a.m.

The agenda for the meeting is as follows:

1. **Request for Restructure of Commissioner of Revenue's Office and Adding New Position**– Presentation by Department Representative
  - a. COR – Chief Deputy (Range 12)
2. **Request for New Position** – Presentation by Department Representative
  - a. IT Department – Technology Administrative Coordinator (Range 8)
3. **Employee of the Month Recognition – Employee Nomination**



**County of Frederick**

Department of Human Resources

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hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** June 17, 2021

**Re:** Commissioner of Revenue's Request for Restructuring of Office and Creation of a New Position

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The Commissioner of Revenue is seeking approval to restructure the office for better efficiency and to address the impending retirement of a long-time employee who performs numerous roles within the Commissioner's Office. The Human Resources Department has examined the job description submitted for the Chief Deputy position, studied the positions listed in the County's SAP, considered the desire of the Commissioner of the Revenue restructure his department, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the restructuring of the Commissioner of Revenue Office along with the creation of a Chief Deputy role.



# Frederick County, Virginia

## OFFICE OF

### COMMISSIONER OF THE REVENUE

107 North Kent Street  
Winchester VA 22601

P.O. Box 552  
Winchester VA 22604-0552

[seth.thatcher@fcva.us](mailto:seth.thatcher@fcva.us)

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**SETH T. THATCHER**  
**COMMISSIONER**

Phone: 540-665-5681  
Fax: 540-667-6487

## MEMORANDUM

TO: Human Resources Committee  
FROM: Seth T. Thatcher, Commissioner of the Revenue  
DATE: June 11, 2021  
RE: Request for Restructure of Commissioner of the Revenue Office including  
Additional Salary Administration Program Position of Chief Deputy

The Commissioner of the Revenue is seeking approval to restructure the office for better efficiency. We have the impending retirement of our long-time employee Jane Anderson who is our Chief Administrator of Realty and also acts in the capacity of what other Constitutional Offices refer to as "Chief Deputy" to the Commissioner of Revenue.

Additionally, the continued growth of Frederick County (a population of 89,313 in 2019) has increased, among other things, real estate assessments, business licensing, personal property accounts, and compliance with the influx of new residents and businesses. These factors have caused our office to consider how to be properly structured in order to meet the challenges of our constitutional duties heading into the future. (See Addendum A for detailed description of COR duties and responsibilities.)

As we began to look at how to appropriately organize the office, it soon became apparent that we needed to review the entire Department including all positions within it. Given that I am relatively newly elected, it seemed a proper inflection point to analyze the challenges ahead and how to best meet them.

I have taken a conservative approach with restructuring while ensuring that my office will be able to get the job done. In light of that, I am presenting that the Commissioner's office continue with its current 24 staff positions. The specific changes would include: (1) separating the Chief Administrator of Realty/Chief Deputy into two separate positions thereby adding the Chief Deputy position to the Salary Administration Program (SAP); (2) changing the currently-filled Data Collector position to an Assessor I; and (3) removing the currently-unfilled Data Collector position. By not filling the currently open Data Collector position and adding the separate Chief Deputy position, the total number of COR employees (24) will remain the same. In other words, there will be no additional full-time equivalents (FTE's). (See Addendum B / chart of proposed staff changes.)

It is our understanding from the former Commissioner of the Revenue that, prior to Jane Anderson being her Chief Administrator of Realty/Chief Deputy, this was two separate positions. It is our desire to return to that office structure. While Mrs. Anderson has acquired a unique set of skills and abilities over 38 years that have enabled her to do both jobs simultaneously, it would be difficult if not impossible to hire a replacement or promote from within a candidate who would possess all of the same knowledge and expertise to fulfill the responsibilities of both the Chief Administrator of Realty and the Commissioner's Chief Deputy. Additionally, as I intend to expand the Chief Deputy's duties, it would be unreasonable and impractical for a single individual to assume all of the job responsibilities of both roles. In order to continue to maintain COR's stable work environment and high production level of services with minimal disruption, I believe it is imperative to separate these two positions.

### **CHIEF ADMINISTRATOR OF REALTY**

The Chief Administrator of Realty is responsible for handling all matters related to Reassessment as well as all matters related to Real Estate including, but not limited to:

| <b>GENERAL DUTIES</b>  |  |
|--|--|
| <ul style="list-style-type: none"> <li>○ Hire, train, supervise, and terminate employment of staff</li> <li>○ Organize both sections to facilitate the day-to-day operations</li> <li>○ Develop/implement goals and direct staff work assignments</li> <li>○ Ensure all deadlines are met</li> <li>○ Handle staff concerns, counsel and discipline staff when necessary, and complete employee performance evaluations</li> <li>○ Understand the Code of Virginia, Frederick County Code and other applicable laws</li> <li>○ Direct notices to/from taxpayers</li> <li>○ Attend meetings, classes, conferences etc.</li> <li>○ Maintain and regularly review software, online programs, forms, and processes</li> <li>○ Keep track of and provide annual statistical reports for COR and certain VA agencies as required or needed</li> <li>○ Work with the auditor to facilitate compliance</li> <li>○ Be an integral and contributing part of the Commissioner's Leadership team</li> </ul> |  |
| <b>REASSESSMENT DUTIES</b>   | <b>REAL ESTATE DUTIES</b>  |
| <ul style="list-style-type: none"> <li>○ Divide/Map Parcels</li> <li>○ Oversee Residential Field Work: <ul style="list-style-type: none"> <li>● Inspect</li> <li>● Measure</li> <li>● Photograph</li> <li>● Record &amp; Enter Data</li> <li>● Request Additional Info</li> </ul> </li> <li>○ Oversee Commercial Field Work: <ul style="list-style-type: none"> <li>● Physical Data</li> <li>● Income &amp; Lease Info</li> <li>● Costs/Expenses</li> <li>● Sales Info</li> </ul> </li> <li>○ Perform Valuation: <ul style="list-style-type: none"> <li>● Marshall &amp; Swift</li> <li>● MRIS</li> <li>● Income Surveys</li> <li>● Other Considerations</li> </ul> </li> <li>○ Complete Assessment (Fair Market Value)</li> <li>○ Set Rate</li> <li>○ Update Maps</li> <li>○ Perform Queries</li> <li>○ Handle Assessment Appeals</li> </ul>  | <p>Oversee and assist with the following:</p> <ul style="list-style-type: none"> <li>○ Process new construction</li> <li>○ Process supplemental bills</li> <li>○ Handle taxpayer inquiries</li> <li>○ Conduct tax map maintenance</li> <li>○ Update real estate records (Deeds, Wills etc.)</li> <li>○ Administer public service programs</li> <li>○ Administer land use program</li> <li>○ Process rollback taxes</li> <li>○ Administer other tax relief programs: <ul style="list-style-type: none"> <li>● Elderly</li> <li>● Permanently Disabled</li> <li>● 100% Service-Connected, Totally &amp; Permanently Disabled Veterans (or Surviving Spouses)</li> <li>● Surviving Spouses of Certain Persons Killed in Line of Duty</li> <li>● Tax Exemption for Non-Profits</li> <li>● Surviving Spouses of Members of the Armed Forces Killed in Action</li> </ul> </li> </ul> <p>Close Book</p> |

### **CHIEF DEPUTY**

| <b>CURRENT GENERAL DUTIES</b>  |
|--|
| <ul style="list-style-type: none"><li>• Act in full capacity and assume responsibilities in the absence of the Commissioner including oversight of the Department and attendance at meetings (other Constitutional Officers have this already)</li><li>• Contribute suggestions for short-term and long-range planning and help achieve goals</li><li>• Serve as backup for COR's monthly reimbursement approval and annual budget submissions to the VA Compensation Board</li><li>• Coordinate and ensure all tax books close according to schedule</li><li>• Assist with the hiring process</li><li>• Assist staff and taxpayers to resolve conflicts or problems</li></ul>   |
| <b>PROPOSED EXPANSION OF GENERAL DUTIES</b>  |
| <ul style="list-style-type: none"><li>• Assist with the collection of all Divisions' annual workload data submissions to VA Compensation Board</li><li>• Coordinate and complete the compilation and entry of COR's annual County FY budget</li><li>• Review documentation and prepare exonerations for approval by the Board of Supervisors</li><li>• Draft new and revise existing Department policies and procedures as needed</li><li>• Co-chair the Department's Orientation of new employees [newly-created to expand upon HR's orientation to be specific to COR]</li><li>• Maintain records including Department personnel files</li><li>• Oversee and approve budget expenditures and review monthly VISA Statements</li><li>• Work with County Attorney with regard to any Code interpretation or needed additions/revisions</li><li>• Assist staff in the performance of their duties during periods of peak workload</li><li>• Evaluate programs and procedures to create new methods to improve efficiency of operations for staff and taxpayers</li><li>• Propose discussion items, compile agenda, and attend bi-monthly COR Leadership meetings</li><li>• Work on special projects with entire staff (<i>e.g.</i>, Continuity of Operations Plan, Update of all Job Descriptions etc.)</li></ul> |

The title of a Chief Deputy position, which does not currently exist in our SAP, would be listed under the range of 12 with the corresponding salary of \$95,060 to \$152,141 (based on salaries effective July 1, 2021). (*See Addendum C for proposed Chief Deputy job description.*) Appropriately, the actual amount of the Chief Deputy's salary will have to be commensurate for the "second in command," including higher than any Commissioner staff (*e.g.*, the Chief Administrator of Realty).

I have attached a list of salary information for those who are "second in command" (with a variety of SAP Position Titles) in other Frederick County Constitutional Offices and Departments as well as Commissioner of Revenue offices in surrounding localities who are like ours in function and who have a similar position in their office. As you will see, the proposed salary range is in keeping with these positions that require similar skills and responsibilities. (*See Addendum D.*)

Even with the requested funding of this position at a starting commensurate with experience, COR has been and will continue to save the County in salary as follows:

- Five personnel who retired/resigned in 2020 were replaced at lower salaries = \$65,799 annual savings;
- Salary of new Chief Administrator of Realty will be reduced = approximately \$27,846 annual savings; and
- Other potential position changes including GIS Analyst replacement at a lower salary and changing the Administrative Assistant position to a Secretary which is also a lower salary = approximately \$46,028 annual savings.

Furthermore, one of our two Data Collector positions (that was frozen during the hiring freeze and then opened back up) has not yet been filled and will be eliminated if this restructure is approved. This amounts to \$35,870 in *annual savings*. Historically, a certain amount of field work was previously done by COR's data collectors (*e.g.*, photographing parcels, noting additional buildings/improvements to properties etc.). However, with the advancement of technology, COR now uses various computer programs that have the ability to compare created aerial images (captured by low-flying airplanes) to our current field data. Thus, the number of needed site visits performed by Data Collectors has been reduced as the work to identify the location of property improvements is now being performed in the office by the Assessors.

In conjunction with that, I am also requesting that the current filled position of Data Collector be changed to an Assessor I position. The International Association of Assessing Officers' standard ratio for the number of real estate parcels assigned to assessors is 1 full-time employee per every 2500 parcels. Frederick County COR office averages 7900 parcels per 1 full-time employee. Assessors are responsible for conducting advanced assessments of all new and existing County residential, commercial and industrial realty every two years. This involves entering field data, ascertaining completeness of records, checking for inconsistencies, performing statistical analysis of reassessment values, developing assessment standards and valuations, calculating and processing special tax programs, and ensuring fair market value is achieved on all property. The difference in salary from a Data Collector to an Assessor I is an additional \$14,325 per year.

The final difference between all of the potential future savings to the County and the salary expense of a Chief Deputy at an estimated \$100,000 per year would result in the County paying approximately \$4,581 (not including benefits). (*See Addendum E / Salary Changes.*)

COR's accomplishments over the last several years with the current number of staff are to be commended. However, I believe the Commissioner's office would be best positioned to meet the County's needs today and into the future with the proposed restructure. I appreciate your consideration of this request.

*Attachments:*

- Addendum A – COR Duties and Responsibilities
- Addendum B – Staff Requirements
- Addendum C – Chief Deputy Proposed Job Description
- Addendum D – Frederick County / Other Locality Comparison
- Addendum E – COR Recent Past & Future Position Salary Changes

## **ADDENDUM A**

### **OFFICE OF THE COMMISSIONER OF THE REVENUE**

It is the goal of this office to ensure that assessments are accurate, fair, thorough, and complete so that the taxation burden is shared equitably among all County residents. The Commissioner's office strives to provide the highest quality of customer service to all citizens of Frederick County by being courteous, efficient, timely, and diligent in performing our job duties. As you may know, it is divided into the following Divisions:

**REAL ESTATE & REASSESSMENT** (47,770 land parcels): conduct in-house reassessment of all land parcels and hold assessor/BOE hearings every two years; assess new construction and changes (as permits are issued); make mapping adjustments; execute deed changes, transfers, and other ownership adjustments; administer real estate tax relief programs for elderly, disabled, 100% service connected permanently and totally disabled veterans, and surviving spouses for specific programs; manage land use tax deferral program for qualifying parcels of agricultural, horticultural, forestry, and open space land; apply rollback taxes for non-qualifying land as a result of land use changes.

**PERSONAL PROPERTY** (135,949 records): find and assess all personal property including motorcycles, passenger vehicles, pick-up trucks, trailers, big trucks, motor homes, mobile homes, airplanes, and boats; adjust records to reflect the purchase, sale, disposal, or transfer of ownership of personal property; process move-ins and move-outs listed on weekly DMV reports; work up semi-annual DMV reports from neighboring jurisdictions for compliance; assess vehicle license fees; apportion interstate trucks and trailers; verify and record all tax exempt property including for servicemembers, qualifying fire & rescue volunteers, and the new program for 100% service-connected permanently and totally disabled veterans; confirm, balance, and post proration abatements; calculate and apply Personal Property Tax Relief percentage to vehicles; apply high mileage reduction and damage consideration; issue supplemental bills; ensure compliance by investigating unlicensed, unregistered, and out-of-state vehicles.

**BUSINESS** (10,211 accounts): explain to business owners the initial multi-step business license application process and annual renewal; issue licenses to assessed businesses; register consumer tax businesses; handle meals (food & beverage) and lodging (transient occupancy) monthly tax filings; manage short-term rental property business quarterly filings; extensively review and process business equipment taxes for all businesses, manufacturers (machinery & tools), processors, and leasing companies; assess public utility taxes; ensure compliance by conducting site visits, taking steps to "discover" businesses, and reviewing Schedule C's, State Corporation Commission filings, and income tax reports; follow up with auditor on taxpayer complaints and information provided by other County Departments (*e.g.*, Inspections, Planning, Sheriff etc.); deliver to the Treasurer payments sent to directly COR for many of the above-listed items.

**COMPLIANCE/AUDITING:** conduct discovery of new items of taxation and business/personal property including site visits; has investigative responsibility to audit filings of all tax programs; review monthly tax reports from VA Department of Taxation to compare with COR records to ensure correct taxation; file requests for locality transfers when tax allocated incorrectly to other jurisdictions; handle tax appeals.

**GENERAL:** examine economic trends and data, valuation guide changes, and real estate sales for assessment accuracy; monitor and lobby for/against legislative changes that impact the administration of taxation by the Commissioner's office; work with the County Attorney on legal issues and updates of our locality's Code; respond to FOIA requests, email questions, and other inquiries; compile statistical annual reports for local, state, and organizational use; assist with County budgetary information and revenue projection; prepare budget and monthly reports for Compensation Board; continue education by attending classes, training, and seminars (COR and staff); actively participate in tax or assessment-related group meetings involving matters such as proposed legislation before the General Assembly, NADA analysis, VA Tax Department updates, DMV updates, and Bright & Associates or CAMRA software changes.

## COR STAFF REQUIREMENTS

[Changes highlighted in color]

**CURRENT NO. of EMPLOYEES****PROPOSED NO. of EMPLOYEES****COR ADMINISTRATION**

|   |   |
|---|---|
| Commissioner of the Revenue                               | 1 |
|   |   |
| Administrative Assistant (type of position to be changed) | 1 |
| General Account Clerk                                     | 1 |

**COR ADMINISTRATION**

|   |   |
|---|---|
| Commissioner of the Revenue               | 1 |
| Chief Deputy (separated)                  | 1 |
| Secretary (new title of changed position) | 1 |
| General Account Clerk                     | 1 |

**REAL ESTATE & REASSESSMENT DIV.**

|  |   |
|--|---|
| Chief Deputy (position to be separated) & Chief Admin Realty | 1 |
| GIS Analyst  | 1 |
| Assessor III   | 1 |
| Assessor II  | 1 |
| Assessor I   | 3 |
| Data Collector (to become Assessor I)                        | 1 |
| Administrative Assistant (Tax Relief)                        | 1 |
| Secretary (Real Estate)                                      | 1 |
| Data Collector (unfilled/to eliminate)                       | 1 |

**REAL ESTATE & REASSESSMENT DIV.**

|   |   |
|---|---|
| Chief Admin Realty (only)                   | 1 |
| GIS Analyst                                 | 1 |
| Assessor III                                | 1 |
| Assessor II                                 | 1 |
| Assessor I (includes former Data Collector) | 4 |
|   |   |
| Administrative Assistant (Tax Relief)       | 1 |
| Secretary (Real Estate)                     | 1 |
|   |   |

**BUSINESS DIV.**

|                       |   |
|-----------------------|---|
| Chief Admin Business  | 1 |
| Senior Account Clerks | 3 |

**BUSINESS DIV.**

|                       |   |
|-----------------------|---|
| Chief Admin Business  | 1 |
| Senior Account Clerks | 3 |

**PERSONAL PROPERTY DIV.**

|                              |   |
|------------------------------|---|
| Personal Property Supervisor | 1 |
| Senior Account Clerks        | 3 |
| Account Clerk                | 1 |

**PERSONAL PROPERTY DIV.**

|                              |   |
|------------------------------|---|
| Personal Property Supervisor | 1 |
| Senior Account Clerks        | 3 |
| Account Clerk                | 1 |

**AUDITING/COMPLIANCE**

|         |   |
|---------|---|
| Auditor | 1 |
|---------|---|

**AUDITING/COMPLIANCE**

|         |   |
|---------|---|
| Auditor | 1 |
|---------|---|

**TOTAL****24****TOTAL****24**



# County of Frederick



**Job Title:** Chief Deputy

**DATE:** 5/11/2021

**PREPARED BY:** Commissioner of the Revenue

**HR APPROVAL:** Click or tap here to enter text.

**HR APPROVAL DATE:** Click drop down to enter date.

**SALARY RANGE:** 12

**DEPARTMENT:** Commissioner of the Revenue

**REPORTS TO:** Commissioner of the Revenue

☐ **Essential**

☒ **Exempt**

☒ **Non-Essential**

☐ **Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** Assumes the responsibilities of the Commissioner of Revenue in his/her absence. Assists with all day-to-day operations for all taxes administered by the Commissioner of the Revenue.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Acts in full capacity and assumes responsibilities in the absence of the Commissioner of Revenue (Commissioner) including oversight of the Commissioner of the Revenue's Office and attendance at meetings, conferences, etc.
- Serves as second-in-command including supervising all Commissioner staff when necessary.
- Assists with overall planning, coordination, and supervision of Commissioner's office.
- Contributes suggestions for short- and long-range planning and helps achieve goals.
- Functions as backup for Commissioner of the Revenue's monthly reimbursement approval to the Virginia Compensation Board.
- Assists with annual budget and collection of workload data submissions to the Virginia Compensation Board
- Formulates, coordinates, and completes the compilation and entry of the Commissioner of Revenue's annual County fiscal year budget.
- Coordinates and ensures all tax books close according to schedule and other deadlines are met.
- Assists with staff candidate recruiting, selecting, and hiring; and coordinates training, evaluates work, counsels, disciplines, and recommends termination.
- Initiates staff corrective action as required, and processes staff concerns.
- Works to resolve taxpayer conflicts or issues.
- Assists staff in the performance of their duties during periods of peak workload in order to maintain optimum efficiency of operations.
- Assists taxpayers, County personnel, other localities, and the public with questions and requests for information.
- Responds to questions or complaints related to Commissioner's Office operations or personnel.
- Evaluates programs and procedures and assists in the creation of new methods to improve efficiency of operations for staff and taxpayers to expedite the assessment of taxation.
- Gathers and maintains information to support periodic and special reports.
- Reviews documentation and prepares exonerations for approval by the Board of Supervisors.
- Coordinates Commissioner of Revenue Office's internal audits.
- Assists with the development and implementation of new Commissioner of Revenue's policies and procedures, and revises existing ones as needed.
- Co-Chairs the orientation of new employees.
- Oversees maintenance of records per established records retention guidelines, and maintains personnel files.
- Oversees and approves budget expenditures, and reviews monthly VISA statements.

- Explains, applies, and ensures compliance with all applicable laws including the Frederick County Code and Virginia Code as well as works with County Attorney with regard to any Code interpretation or needed additions/revisions.
- Proposes discussion items, compiles agenda, and attends bi-monthly Commissioner of Revenue Leadership meetings.
- Ensures Commissioner of Revenue Office continues to meet all requirements for Commissioner of Revenue designation of Master Commissioner of the Revenue through UVA's Weldon Cooper Center; all standards required to receive Commissioner of the Revenue Association of VA (CORVA) annual accreditation; and all standards to pass CORVA's Career Development Program audits.
- Works on special projects with entire staff (e.g., Continuity of Operations Plan, update of job descriptions, etc.)
- Supervise staff and oversee the management and operations of the Office.
- Performs other duties as assigned by the Commissioner of Revenue.

#### ***JOB REQUIREMENTS***

**EDUCATION:** Bachelor's degree preferable or comparable experience in the management of a busy office.

**EXPERIENCE:** Minimum of seven (7) years of experience in a taxpayer or customer-oriented environment, preferably in a government office. Experience supervising and handling staff matters. Experience with customers/taxpayers including resolving problems.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Superior knowledge and use of standard office practices and procedures. Possess strong communication and professional telephone etiquette as well as leadership, supervisory and organizational skills. Ability to work independently with little supervision. Possess superior computer skills, using various programs (Microsoft Word, Excel, Adobe Acrobat and AS400). Ability to follow complex oral and written instruction and the ability to produce, maintain and file complex records and reports. Ability to serve as liaison with other departments, agencies, and the general public. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials, and the general public.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:** Must have achieved Master Deputy Commissioner of the Revenue designation from Weldon Cooper Center of the University of Virginia.

#### ***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

**PHYSICAL CONDITIONS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires light physical effort working almost exclusively with lightweight materials (up to 20 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

**ENVIRONMENTAL CONDITIONS:** Heated and air-conditioned office. The employee is not subject to adverse environmental conditions.

#### ***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

## ADDENDUM D

### **FREDERICK COUNTY**

Please note that the following Frederick County Constitutional Offices and Departments currently have one or more Chief Deputy or comparable positions:

| CONSTITUTIONAL OFFICE | POSITION TITLE                 | SALARY RANGE*             |
|-----------------------|--------------------------------|---------------------------|
| Commonwealth Attorney | Deputy Commonwealth's Attorney | (12) \$95,060 - \$152,141 |
| Treasurer             | Deputy Treasurer               | (12) \$95,060 - \$152,141 |
|                       | Deputy Treasurer / Operations  | (12) \$95,060 - \$152,141 |
|                       | Deputy Treasurer / Compliance  | (10) \$73,072 - \$117,048 |
| Sheriff               | Major / Chief Deputy           | (11) \$85,278 - \$136,371 |

| DEPARTMENT             | POSITION TITLE                    | SALARY RANGE*             |
|------------------------|-----------------------------------|---------------------------|
| Fire & Rescue          | Assistant Fire Chief              | (12) \$95,060 - \$152,141 |
| Fire & Rescue          | Deputy Chief                      | (11) \$85,278 - \$136,371 |
| Finance                | Assistant Finance Director        | (12) \$95,060 - \$152,141 |
| Information Technology | Deputy Director IT-Security       | (11) \$85,278 - \$136,371 |
| NRADC                  | Assistant Superintendent          | (12) \$95,060 - \$152,141 |
| Planning & Development | Assistant Transportation Director | (12) \$95,060 - \$152,141 |

\* Salaries effective July 1, 2021

### **OTHER LOCALITY COMPARISON**

Below is a list of salary information regarding other localities who are like ours in function and who have a similar position in their Commissioner of Revenue office. Clarke and Shenandoah Counties have not been included because their offices are not comparable. Clarke County has only the Commissioner plus 1 full-time staff member and 1 part-time staff member. They issue a small number of business licenses and collect lodging tax, but outsource their 8,000 parcels for assessment and do not impose a meals tax. Shenandoah County has 6 staff members and "may" require a business license but only possibly for those located directly within a "town," do not impose a meals tax, and outsource their real estate assessment. Additionally, the City of Winchester does not compare in size. As you can see, the proposed grade 12 salary range (effective July 1, 2021 / \$95,060 - \$152,141) is in keeping with positions that require similar skills and responsibilities at surrounding localities.

| LOCALITY            | POSITION TITLE | SALARY RANGE*        |
|---------------------|----------------|----------------------|
| Chesterfield County | Chief Deputy   | \$84,976 - \$145,106 |
| City of Chesapeake  | Chief Deputy   | \$71,219 - \$117,512 |
| Fauquier County     | Chief Deputy   | \$69,751 - \$123,482 |
| Hanover County      | Chief Deputy   | \$85,827 - \$145,915 |
| Loudoun County      | Chief Deputy   | \$92,258 - \$175,289 |
| Spotsylvania County | Chief Deputy   | \$73,002 - \$116,804 |
| Stafford County     | Chief Deputy   | \$83,137 - \$128,876 |

\* Does not reflect any potential upcoming salary increases (COLA or otherwise)



CHESTERFIELD COUNTY  
Established Date: Jun 25, 2014  
Revision Date: Dec 6, 2017

## Chief Deputy Commissioner of the Revenue

Class Code:  
2014

### SALARY RANGE

\$40.85 - \$69.76 Hourly  
\$84,976.00 - \$145,106.00 Annually

### FLSA:

Exempt

### EEO:

EEO4-Officials & Administrators

### CLASS CONCEPT:

#### GENERAL STATEMENT OF DUTIES:

Under general supervision, perform work of considerable difficulty in planning, organizing, and managing the daily operations of assigned sections of the Commissioner of Revenue's Office, and providing complex professional assistance to the Commissioner of Revenue; perform other work as required.

#### EXAMPLES OF WORK:

- Direct, manage, and coordinate the daily operations of assigned sections of the Commissioner of Revenue's Office including business license, business personal property, personal property, specialty taxes, and state income tax
- Supervise, train, and evaluate the work of supervisory, professional, technical, administrative, and other staff; participate in selection of staff; provide or coordinate staff training; recommend and implement discipline procedures; assign tasks, projects and other work
- Assist in the development and implementation of department goals, objectives, policies and procedures; evaluate operations, and make recommendations to enhance efficiency and effectiveness
- Participate in the development, preparation, and administration of the department budget
- Analyze new legislation that may impact department operations and recommend changes in policies and procedures
- Respond to and/or oversee the resolution of difficult or complex tax issues or problems; resolve customer complaints and answer customers questions regarding assessments and tax situations
- Manage and oversee the development and maintenance of various financial systems and monitor, assess and make recommendations regarding technological advancement opportunities; serve as liaison with the Department of Information Systems Technology

- Prepare and/or manage the preparation of a variety of correspondence, reports, and other documents
- Serve as liaison with and coordinate department activities and services with those of other departments, divisions and agencies as appropriate
- Represent the Commissioner of Revenue in court; testify on local tax cases

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of the principles and practices of governmental accounting; of state and local tax laws. Ability to plan, analyze, and evaluate programs and services and operational needs; to monitor and administer assigned budgets; to interpret, apply and explain complex laws, regulations and procedures; to exercise sound, independent judgment within general procedural guidelines; to utilize a personal computer and related software and other standard office equipment; to communicate effectively orally and in writing; to plan, assign, supervise and evaluate the work of subordinate staff to include management, supervisory, professional, technical and other staff.

**MINIMUM EDUCATION AND EXPERIENCE:**

Bachelor's degree in accounting, finance, business or public administration, or a related field; seven years of experience in tax assessment, including three years of management experience; or an equivalent combination of training and experience.

**ADDITIONAL REQUIREMENTS:**

***This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.***

Position Code: 0470

Pay Code: 2

FLSA Status: Exempt

EEO Category: 2

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee and manage the operations of the Office of the Commissioner of the Revenue under the direction of the Commissioner. The class is responsible for staff supervision, training, assisting with assessment of local taxes, budget, statistical analysis, and reporting. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

**TYPICAL TASKS**

- Supervises staff, including recruiting, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Coordinates the operations of and provides administrative support for the Office of Commissioner of the Revenue at the main office and all branch offices.
- Oversees and assists staff engaged in the processing and auditing of State income tax returns, maintenance of the personal property system, and enforcement of City business tax codes; determines course of action on complex processing and assessment issues.
- Prepares and manages the budget for area of responsibility; oversees, reviews, and approves expenditures; provides statistical analysis.
- Performs recurring daily tasks such as preparing staff for court appearances, reviewing work papers and documentation relative to tax assessments, and meeting with City Attorney and other departments involved with tax assessments.
- Assists with development and implementation of policy and procedures for area of responsibility; ensures compliance with same by staff.
- Provides assistance to other departments and the public by telephone and in person on tax related issues; represents the Department in dealing with the media.
- Develops financial and statistical models for the forecasting of revenues administered by the Commissioner; monitors revenue accounts throughout the year.
- Maintains record system for assigned area; processes daily paperwork including reports, requisitions, and personnel information.
- Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility.
- Attends or conducts, and sets agenda for staff and other professional meetings to exchange information; attends professional seminars to improve professional skills.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

|   |   |
|---|---|
| <b>Data Involvement</b>                 | Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.  |
| <b>Interpersonal/People Involvement</b> | Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.   |
| <b>Reasoning Requirements</b>           | Performs supervisory work involving policy and guidelines, solving both people and work related problems.   |
| <b>Mathematical Requirements</b>        | Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, or finance and economics using financial and econometric models. |

|                                      |   |
|--------------------------------------|---|
| <b>Language Requirements</b>         | Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.   |
| <b>Mental Requirements</b>           | Performs professional level work requiring the application of accounting, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems. |
| <b>Decisions/Supervisory Control</b> | Makes decisions as a significant part of the job, affecting a large segment of the organization and the general public; assists in developing policies and practices.   |

#### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

|  |   |
|--|---|
| <b>Vocational/Educational Requirement</b>  | Requires a bachelor's degree in finance, accounting, public administration, business administration, or a closely related field.                      |
| <b>Experience</b>                          | In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience. |
| <b>Special Certifications and Licenses</b> | Requires valid driver's license and a driving record that is in compliance with City Driving Standards.   |

#### **AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*



**CHIEF DEPUTY COMMISSIONER OF THE REVENUE****GRADE 40****GENERAL DEFINITION OF WORK:***FLSA Status: Exempt*

Performs intermediate professional and administrative work assisting with the overall administration of the office; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

**Assisting with planning, directing and supervising personal property, business tax, real estate, mapping and state income tax programs; interpreting laws and ordinances; preparing and maintaining files and records; preparing reports.**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; interviews candidates for employment; makes hiring selections; conducts/coordinates staff training and activities.
- Coordinates daily work activities; organizes, prioritizes and assigns work; consults with assigned staff, assists with complex/problem situations and provides technical expertise; performs the duties of the Commissioner of the Revenue when assigned.
- Interprets, applies, and ensures compliance with all applicable codes, ordinances, laws, rules, regulations, statutes, standards, policies and procedures; initiates any actions necessary to correct deviations or violations; interprets legal documents and land surveys for staff and general public.
- Prepares budget formulations, goal setting and long/short range planning; designs/orders specialized tax forms; prepares administrative and technical correspondence; compiles reports for federal, state and local agencies.
- Researches records; prepares necessary court documents; represents the Commissioner in relation to complex taxpayer disputes, delinquent taxpayers and escheatments; appears in court and works closely with County Attorney's office to administer all legal matters.
- Responds to questions or complaints related to department operations or personnel; researches problems and initiates problem resolution; provides resolution of complex problems beyond the capability or authority of subordinate staff.
- Serves as contact person and coordinator regarding all third party vendor software program procedures, software maintenance and system modifications.
- Oversees maintenance of department files/records; ensures maintenance of documentation/records per established guidelines governing records retention.
- Attends meetings, serves on committees and makes speeches or presentations as needed.
- Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Thorough knowledge of general laws and administration of policies governing real and personal property; thorough knowledge of modern office practices and of standard office and accounting equipment, including computer equipment; ability to plan and supervise the work of subordinates; ability to communicate ideas effectively in both oral and written forms; ability to prepare and maintain detailed financial records and reports; ability to make arithmetical calculations quickly and accurately; ability to establish and maintain effective working relationships with County officials, associates and the general public.

**EDUCATION AND EXPERIENCE:**

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in business administration, accounting or related field and extensive tax administration experience.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force constantly to move objects; work requires reaching, fingering and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

None.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



FAUQUIER

Effective July 1, 2019

| County Government Pay Scale |  |       |       |       |       | 37.5 Hour Work Week |            |            | 40 Hour Work Week |            |            |
|-----------------------------|--|-------|-------|-------|-------|---------------------|------------|------------|-------------------|------------|------------|
| Department                  | Title  | Grade | Min   | Mid   | Max   | Min                 | Mid        | Max        | Min               | Mid        | Max        |
| Adult Court Services        | Director of Adult Court Services                 | 43    | 41.42 | 53.85 | 73.33 | 80,769.00           | 105,007.50 | 142,995.06 | 86,153.60         | 112,008.00 | 152,528.06 |
| Adult Court Services        | Assistant Director of Adult Court Services       | 38    | 32.47 | 42.21 | 57.47 | 63,316.50           | 82,309.50  | 112,072.74 | 67,537.60         | 87,796.80  | 119,544.26 |
| Adult Court Services        | Senior Court Services Officer                    | 34    | 26.70 | 34.71 | 47.27 | 52,065.00           | 67,684.50  | 92,167.53  | 55,536.00         | 72,196.80  | 98,312.03  |
| Adult Court Services        | Court Services Officer                           | 29    | 20.92 | 27.19 | 37.03 | 40,794.00           | 53,020.50  | 72,200.31  | 43,513.60         | 56,555.20  | 77,013.66  |
| Agricultural Development    | Agricultural Development Officer                 | 39    | 34.08 | 44.31 | 60.34 | 66,456.00           | 86,404.50  | 117,653.64 | 70,886.40         | 92,164.80  | 125,497.22 |
| Agricultural Development    | Administrative Associate                         | 25    | 17.21 | 22.37 | 30.46 | 33,559.50           | 43,621.50  | 59,405.58  | 35,796.80         | 46,529.60  | 63,365.95  |
| Airport                     | Airport Manager                                  | 39    | 34.08 | 44.31 | 60.34 | 66,456.00           | 86,404.50  | 117,653.64 | 70,886.40         | 92,164.80  | 125,497.22 |
| Airport                     | Lead Flight Line Technician                      | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Clerk of Circuit Court      | Clerk of the Court                               | NG    |       |       |       |                     |            |            |                   |            |            |
| Clerk of Circuit Court      | Chief Deputy Clerk of Circuit Court              | 40    | 35.77 | 46.51 | 63.32 | 69,751.50           | 90,694.50  | 123,482.58 | 74,401.60         | 96,740.80  | 131,714.75 |
| Clerk of Circuit Court      | Deputy Clerk of Circuit Court IV                 | 29    | 20.92 | 27.19 | 37.03 | 40,794.00           | 53,020.50  | 72,200.31  | 43,513.60         | 56,555.20  | 77,013.66  |
| Clerk of Circuit Court      | Deputy Clerk of Circuit Court III                | 24    | 16.39 | 21.31 | 29.01 | 31,960.50           | 41,554.50  | 56,573.79  | 34,091.20         | 44,324.80  | 60,345.38  |
| Clerk of Circuit Court      | Deputy Clerk of Circuit Court II                 | 22    | 14.88 | 19.34 | 26.34 | 29,016.00           | 37,713.00  | 51,364.95  | 30,950.40         | 40,227.20  | 54,789.28  |
| Clerk of Circuit Court      | Deputy Clerk of Circuit Court I                  | 20    | 13.49 | 17.54 | 23.88 | 26,305.50           | 34,203.00  | 46,569.51  | 28,059.20         | 36,483.20  | 49,674.14  |
| Commissioner of the Revenue | Commissioner of the Revenue                      | NG    |       |       |       |                     |            |            |                   |            |            |
| Commissioner of the Revenue | Chief Deputy Commissioner of the Revenue         | 40    | 35.77 | 46.51 | 63.32 | 69,751.50           | 90,694.50  | 123,482.58 | 74,401.60         | 96,740.80  | 131,714.75 |
| Commissioner of the Revenue | Deputy Commissioner of the Revenue IV            | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Commissioner of the Revenue | Real Estate Technician IV                        | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Commissioner of the Revenue | Deputy Commissioner of the Revenue III           | 24    | 16.39 | 21.31 | 29.01 | 31,960.50           | 41,554.50  | 56,573.79  | 34,091.20         | 44,324.80  | 60,345.38  |
| Commissioner of the Revenue | Real Estate Technician III                       | 24    | 16.39 | 21.31 | 29.01 | 31,960.50           | 41,554.50  | 56,573.79  | 34,091.20         | 44,324.80  | 60,345.38  |
| Commissioner of the Revenue | Deputy Commissioner of the Revenue II            | 22    | 14.88 | 19.34 | 26.34 | 29,016.00           | 37,713.00  | 51,364.95  | 30,950.40         | 40,227.20  | 54,789.28  |
| Commissioner of the Revenue | Real Estate Technician II                        | 22    | 14.88 | 19.34 | 26.34 | 29,016.00           | 37,713.00  | 51,364.95  | 30,950.40         | 40,227.20  | 54,789.28  |
| Commissioner of the Revenue | Deputy Commissioner of the Revenue I             | 20    | 13.49 | 17.54 | 23.88 | 26,305.50           | 34,203.00  | 46,569.51  | 28,059.20         | 36,483.20  | 49,674.14  |
| Commissioner of the Revenue | Real Estate Technician I                         | 20    | 13.49 | 17.54 | 23.88 | 26,305.50           | 34,203.00  | 46,569.51  | 28,059.20         | 36,483.20  | 49,674.14  |
| Commonwealth Attorney       | Commonwealth Attorney                            | NG    |       |       |       |                     |            |            |                   |            |            |
| Commonwealth Attorney       | Deputy Commonwealth Attorney                     | 43    | 41.42 | 53.85 | 73.33 | 80,769.00           | 105,007.50 | 142,995.06 | 86,153.60         | 112,008.00 | 152,528.06 |
| Commonwealth Attorney       | Assistant Commonwealth Attorney III              | 41    | 37.58 | 48.85 | 66.53 | 73,281.00           | 95,257.50  | 129,724.92 | 78,166.40         | 101,608.00 | 138,373.25 |
| Commonwealth Attorney       | Assistant Commonwealth Attorney II               | 40    | 35.77 | 46.51 | 63.32 | 69,751.50           | 90,694.50  | 123,482.58 | 74,401.60         | 96,740.80  | 131,714.75 |
| Commonwealth Attorney       | Assistant Commonwealth Attorney                  | 38    | 32.47 | 42.21 | 57.47 | 63,316.50           | 82,309.50  | 112,072.74 | 67,537.60         | 87,796.80  | 119,544.26 |
| Commonwealth Attorney       | Victim/Witness Coordinator                       | 32    | 24.22 | 31.49 | 42.88 | 47,229.00           | 61,405.50  | 83,610.15  | 50,377.60         | 65,499.20  | 89,184.16  |
| Community Development       | Director of Community Development                | 46    | 49.10 | 63.83 | 86.92 | 95,745.00           | 124,468.50 | 169,494.00 | 102,128.00        | 132,766.40 | 180,793.60 |
| Community Development       | Chief of Planning                                | 42    | 39.46 | 51.30 | 69.85 | 76,947.00           | 100,035.00 | 136,215.30 | 82,076.80         | 106,704.00 | 145,296.32 |
| Community Development       | Chief of Zoning & Development Services           | 42    | 39.46 | 51.30 | 69.85 | 76,947.00           | 100,035.00 | 136,215.30 | 82,076.80         | 106,704.00 | 145,296.32 |
| Community Development       | County Soil Scientist                            | 40    | 35.77 | 46.51 | 63.32 | 69,751.50           | 90,694.50  | 123,482.58 | 74,401.60         | 96,740.80  | 131,714.75 |
| Community Development       | Assistant Chief of Planning                      | 39    | 34.08 | 44.31 | 60.34 | 66,456.00           | 86,404.50  | 117,653.64 | 70,886.40         | 92,164.80  | 125,497.22 |
| Community Development       | Assistant Chief of Zoning & Development Services | 39    | 34.08 | 44.31 | 60.34 | 66,456.00           | 86,404.50  | 117,653.64 | 70,886.40         | 92,164.80  | 125,497.22 |
| Community Development       | Building Official                                | 38    | 32.47 | 42.21 | 57.47 | 63,316.50           | 82,309.50  | 112,072.74 | 67,537.60         | 87,796.80  | 119,544.26 |
| Community Development       | Environmental Program Manager                    | 38    | 32.47 | 42.21 | 57.47 | 63,316.50           | 82,309.50  | 112,072.74 | 67,537.60         | 87,796.80  | 119,544.26 |
| Community Development       | Stormwater Management Coordinator                | 37    | 30.90 | 40.17 | 54.71 | 60,255.00           | 78,331.50  | 106,677.87 | 64,272.00         | 83,553.60  | 113,789.73 |
| Community Development       | Principal Planner                                | 37    | 30.90 | 40.17 | 54.71 | 60,255.00           | 78,331.50  | 106,677.87 | 64,272.00         | 83,553.60  | 113,789.73 |
| Community Development       | Transportation Planner                           | 37    | 30.90 | 40.17 | 54.71 | 60,255.00           | 78,331.50  | 106,677.87 | 64,272.00         | 83,553.60  | 113,789.73 |
| Community Development       | Environmental Scientist                          | 36    | 29.44 | 38.27 | 52.12 | 57,408.00           | 74,626.50  | 101,634.39 | 61,235.20         | 79,601.60  | 108,410.02 |
| Community Development       | Senior Planner                                   | 36    | 29.44 | 38.27 | 52.12 | 57,408.00           | 74,626.50  | 101,634.39 | 61,235.20         | 79,601.60  | 108,410.02 |
| Community Development       | Lead Building Plans Reviewer                     | 34    | 26.70 | 34.71 | 47.27 | 52,065.00           | 67,684.50  | 92,167.53  | 55,536.00         | 72,196.80  | 98,312.03  |
| Community Development       | Planner II                                       | 34    | 26.70 | 34.71 | 47.27 | 52,065.00           | 67,684.50  | 92,167.53  | 55,536.00         | 72,196.80  | 98,312.03  |
| Community Development       | Building Plans Reviewer                          | 32    | 24.22 | 31.49 | 42.88 | 47,229.00           | 61,405.50  | 83,610.15  | 50,377.60         | 65,499.20  | 89,184.16  |
| Community Development       | Planner I  | 32    | 24.22 | 31.49 | 42.88 | 47,229.00           | 61,405.50  | 83,610.15  | 50,377.60         | 65,499.20  | 89,184.16  |
| Community Development       | Lead Building Inspector                          | 30    | 21.97 | 28.56 | 38.88 | 42,841.50           | 55,692.00  | 75,817.56  | 45,697.60         | 59,404.80  | 80,872.06  |
| Community Development       | Permit Center Supervisor                         | 30    | 21.97 | 28.56 | 38.88 | 42,841.50           | 55,692.00  | 75,817.56  | 45,697.60         | 59,404.80  | 80,872.06  |
| Community Development       | Senior Building Inspector                        | 29    | 20.92 | 27.19 | 37.03 | 40,794.00           | 53,020.50  | 72,200.31  | 43,513.60         | 56,555.20  | 77,013.66  |
| Community Development       | Planning Associate                               | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Community Development       | Central Desk Coordinator                         | 27    | 18.96 | 24.65 | 33.57 | 36,972.00           | 48,067.50  | 65,461.89  | 39,436.80         | 51,272.00  | 69,826.02  |
| Community Development       | Environmental Specialist                         | 26    | 18.08 | 23.51 | 32.01 | 35,256.00           | 45,844.50  | 62,423.40  | 37,606.40         | 48,900.80  | 66,584.96  |
| Community Development       | Building Inspector                               | 26    | 18.08 | 23.51 | 32.01 | 35,256.00           | 45,844.50  | 62,423.40  | 37,606.40         | 48,900.80  | 66,584.96  |
| Community Development       | Zoning Inspector                                 | 26    | 18.08 | 23.51 | 32.01 | 35,256.00           | 45,844.50  | 62,423.40  | 37,606.40         | 48,900.80  | 66,584.96  |
| Community Development       | Senior Permit Technician                         | 25    | 17.21 | 22.37 | 30.46 | 33,559.50           | 43,621.50  | 59,405.58  | 35,796.80         | 46,529.60  | 63,365.95  |
| Community Development       | Permit Technician II                             | 22    | 14.88 | 19.34 | 26.34 | 29,016.00           | 37,713.00  | 51,364.95  | 30,950.40         | 40,227.20  | 54,789.28  |
| Community Development       | Permit Technician                                | 20    | 13.49 | 17.54 | 23.88 | 26,305.50           | 34,203.00  | 46,569.51  | 28,059.20         | 36,483.20  | 49,674.14  |
| County Administration       | County Administrator                             | NG    |       |       |       |                     |            |            |                   |            |            |
| County Administration       | Deputy County Administrator                      | 48    | 54.13 | 70.37 | 95.82 | 105,553.50          | 137,221.50 | 186,856.80 | 112,590.40        | 146,369.60 | 199,313.92 |
| County Administration       | Deputy Clerk to the Board                        | 27    | 18.96 | 24.65 | 33.57 | 36,972.00           | 48,067.50  | 65,461.89  | 39,436.80         | 51,272.00  | 69,826.02  |
| County Attorney             | County Attorney                                  | NG    |       |       |       |                     |            |            |                   |            |            |
| County Attorney             | Deputy County Attorney                           | 45    | 46.75 | 60.78 | 82.75 | 91,162.50           | 118,521.00 | 161,370.69 | 97,240.00         | 126,422.40 | 172,128.74 |
| County Attorney             | Senior Assistant County Attorney                 | 41    | 37.58 | 48.85 | 66.53 | 73,281.00           | 95,257.50  | 129,724.92 | 78,166.40         | 101,608.00 | 138,373.25 |
| County Attorney             | Assistant County Attorney                        | 38    | 32.47 | 42.21 | 57.47 | 63,316.50           | 82,309.50  | 112,072.74 | 67,537.60         | 87,796.80  | 119,544.26 |
| Economic Development        | Director of Economic Development                 | 44    | 44.53 | 57.89 | 78.83 | 86,833.50           | 112,885.50 | 153,722.79 | 92,622.40         | 120,411.20 | 163,970.98 |
| Economic Development        | Economic Development Coordinator                 | 39    | 34.08 | 44.31 | 60.34 | 66,456.00           | 86,404.50  | 117,653.64 | 70,886.40         | 92,164.80  | 125,497.22 |
| Economic Development        | Tourism Coordinator                              | 30    | 21.97 | 28.56 | 38.88 | 42,841.50           | 55,692.00  | 75,817.56  | 45,697.60         | 59,404.80  | 80,872.06  |
| Environmental Services      | Director of Environmental Services               | 45    | 46.75 | 60.78 | 82.75 | 91,162.50           | 118,521.00 | 161,370.69 | 97,240.00         | 126,422.40 | 172,128.74 |
| Environmental Services      | Environmental Services Operation Manager         | 37    | 30.90 | 40.17 | 54.71 | 60,255.00           | 78,331.50  | 106,677.87 | 64,272.00         | 83,553.60  | 113,789.73 |
| Environmental Services      | Recycling Manager                                | 33    | 25.42 | 33.05 | 45.00 | 49,569.00           | 64,447.50  | 87,744.15  | 52,873.60         | 68,744.00  | 93,593.76  |
| Environmental Services      | Collections Supervisor                           | 31    | 23.07 | 29.99 | 40.83 | 44,986.50           | 58,480.50  | 79,620.84  | 47,985.60         | 62,379.20  | 84,928.90  |
| Environmental Services      | Grounds Maintenance Supervisor                   | 31    | 23.07 | 29.99 | 40.83 | 44,986.50           | 58,480.50  | 79,620.84  | 47,985.60         | 62,379.20  | 84,928.90  |
| Environmental Services      | Maintenance Supervisor                           | 31    | 23.07 | 29.99 | 40.83 | 44,986.50           | 58,480.50  | 79,620.84  | 47,985.60         | 62,379.20  | 84,928.90  |
| Environmental Services      | SWM Coordinator                                  | 29    | 20.92 | 27.19 | 37.03 | 40,794.00           | 53,020.50  | 72,200.31  | 43,513.60         | 56,555.20  | 77,013.66  |
| Environmental Services      | Safety & Compliance Coordinator                  | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Environmental Services      | Recycling Center Supervisor                      | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Environmental Services      | Recycling Information Program Coordinator        | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Environmental Services      | SWM Operator III                                 | 28    | 19.92 | 25.89 | 35.26 | 38,844.00           | 50,485.50  | 68,748.42  | 41,433.60         | 53,851.20  | 73,331.65  |
| Environmental Services      | Collections Site Lead                            | 23    | 15.61 | 20.30 | 27.63 | 30,439.50           | 39,585.00  | 53,886.69  | 32,468.80         | 42,224.00  | 57,479.14  |

**CHIEF DEPUTY COMMISSIONER OF  
REVENUE**Class Code:  
28110

Bargaining Unit:

HANOVER COUNTY GOVERNMENT

**SALARY RANGE**

\$85,827.20 - \$145,915.90 Annually

**GENERAL DESCRIPTION:**

**General Description:** This is an executive level professional position. The incumbent performs difficult and complex work in directing the daily administration and operation of the Commissioner's office.

**Organization:** The Chief Deputy Commissioner of Revenue reports to the Commissioner of Revenue and supervises the employees of the department.

**Essential Functions:**

- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Manages and supervises the daily operations of department and of personnel engaged in the processing and auditing of State Income Tax returns, Personal Property Tax System, and the recording and maintenance of Real Estate records.
- Supervises the classification, documentation, assessment and recording of tax assessments and abatements.
- Ensures effective and efficient coordination of all activities within and between county departments.
- Prepares, implements and monitors the department's State and County budgets.
- Maintains and submits reimbursement and other budgetary requests to State Compensation Board.
- Develops and implements action plans to identify and resolve internal control problems.
- Prepares financial, statistical and other management information reports.

**Working Conditions:**

- A. Hazards
- None known
- B. Environment
- Office

**C. Physical Effort**

- Minimal

**D. Exempt**

- No Compensatory Leave Accrual

**Knowledge, Skills and Abilities:** Knowledge of personnel and financial management and administration within a local government setting, required. Knowledge in system automation, system specification development and implementation. Working knowledge and experience with organizational structures, management protocols and administrative procedures, required. Ability to analyze problem situations, effectively identify the problem and devise appropriate resolutions. Must have ability to supervise, consult and advise both on a subordinate and supervisory level. Strong coordination and organization skills and effective oral and written communication skills. Ability to establish and maintain effective working relationships.

**Education, Experience and Training:** Bachelor's degree in accounting, finance, business administration or related field required with at least five (5) years of financial management and administration experience within a local government setting, three (3) years of which must have been in a supervisory or managerial position required – OR – Any equivalent combination of education, experience, and/or training sufficient to demonstrate the knowledge, skills and abilities may be acceptable.

**Special Conditions:**

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal schedule

**Revision Date: January 2008**



**Job Title: Chief Deputy Commissioner**

## **JOB DESCRIPTION**

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**Department: Commissioner of the Revenue**

**Pay Grade: 139**

**FLSA Status: Exempt**

### **JOB SUMMARY**

Under the general direction of the Commissioner, manages daily operations of the office's seven divisions responsible for personal property assessment, real property assessment, tax exemptions, deferrals, and/or exonerations; equitable assessment of local taxes on businesses and ensuring businesses are complying with County Ordinance and the Code of Virginia; oversight of business tax appeals, audits, and field inspections; and managing the fair and uniform assessment of property. Also supervises the office's operations section responsible for oversight of daily operations; establishing internal controls; handling related financial items; analyzing data to improve efficiency; oversight of payroll and timekeeping related activities; and customer service and office performance. This position develops and implements policies, processes, and procedures to improve operations; allocates resources; interprets and applies Code of Virginia to ensure balanced applications of local taxes; counsels businesses on the tax advantages of a Loudoun location; and evaluates the fiscal impact of proposal legislative changes to tax programs.

### **DISTINGUISHING CHARACTERISTICS**

This position supervises staff. As an appointed Deputy of the Commissioner of the Revenue, pursuant to VA Code Section 15.2-1502A., acts as a substitute for the Commissioner, in the name of the Commissioner and in his behalf, in matters in which the Commissioner himself may act; under oath, be an officer of the Commonwealth of Virginia.

### **ESSENTIAL JOB FUNCTIONS**

- **Manages Divisions.** (Leads and represents the Division to Boards, Committees, County, Department leadership, and staff.)
- **Administers tax programs.** Interprets and applies local, state, and case law, rulings, and opinions; maintains reference of frequently used case law. Provides tax information. (Provides information to agencies and departments to ensure compliance with local tax and other regulations.)
- **Assists citizens with tax inquiries.** (Responds to citizens' questions about taxes; provides tax assistance.)
- **Assists with management of the Department.** (Assists with providing leadership to the Department; acts in Director's absence on all matters including personnel, budget, procurement, and questions and directives from the County Administrator, Board of Supervisors, and state and federal agencies.)

Prepared:

- Completes special projects as assigned, independently or as a member of a team.
- Completes research and analysis on strategic initiatives, policies, issues, procedures, programs or trends.
- May perform other essential job functions specific to the position and department assignment.

### **ILLUSTRATIVE JOB TASKS**

- Manages Department resources; assesses program effectiveness, efficiency, outcomes, and quality; defines goals, objectives, and performance measures for programs, Division, or Department; ensures services are provided within standards of applicable regulations, policies, and procedures; and identifies opportunities to improve service delivery or documentation.
- Manages assigned Department activities and programs; oversees completion of projects. Plans, organizes, administers, reviews, and evaluates the day to day activities of assigned professional, technical, and office support staff through subordinate managers and supervisors.
- Provides timely information to the County Administrator, County leadership, and the Department; ensures that service delivery and projects are performed in a manner that reflects directives. Assists Commissioner of the Revenue, and other Deputies with compiling and maintaining accurate program data and reports for Office budget preparation, performance reporting, and other reporting needs.
- Directs the annual budget process, recommendations of funding levels, justifications for budget requests and enhancements, and submission. Ensures the Department operates within budget.
- Provides performance direction, feedback, mentoring, coaching, and training to staff; promotes teamwork and collaboration.
- Provides executive and strategic planning support to the Director; assists in preparation of management plans and budget that reflect Department objectives; and manages resources following county policies.
- Analyzes methodology for more effective taxpayer service and assessment of work where possible. Interprets and applies the Code of Virginia to ensure the balanced application of local taxes. Evaluates the fiscal impacts of proposed legislative changes to tax programs and responding to assessment appeals and defending legal challenges.
- Counsels prospective businesses on the tax advantages of a Loudoun location to aid economic development efforts.
- Researches, develops, and implements comprehensive and sustainable strategies to engage employees and create an organization-wide culture where employees are retained and are able to reach their full potential through clear, efficient, and documented work rules and processes.
- 
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree preferably in Accounting, Finance, Business, Public Administration, or related field; four (4) years of related work experience including experience in administrative management and supervision; or equivalent combination of education and experience.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of the methods, procedures, and practices of governmental tax programs and financial reporting.



- Knowledge of the principles underlying the laws, ordinances, and regulations governing the operations of the Commissioner of the Revenue's office.
- Knowledge of business and personnel management and office practices.
- Knowledge of automated accounting and financial systems.
- Skill in communicating ideas clearly, concisely, and effectively, both orally and in writing.
- Ability to analyze financial problems, situations, and automated tax program systems.
- Ability to analyze and prepare complex and comprehensive financial reports.
- Ability to establish and maintain effective working relationships with staff, officials, and the public.
- Ability to plan, assign, instruct, and supervise the work of others.
- Ability to establish subordinate employee's performance standards, evaluate and provide counsel on work performance, and resolve work-related problems.

### **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Valid driver's license and good driving record (driving records may be reviewed annually for continued qualification). Pass criminal, credit and DMV background checks. Complete classes in Master Deputy Commissioner of Revenue program.

### **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

| <b>Physical Activities</b>   | <b>X</b> | <b>Physical Activities</b>   | <b>X</b> |
|--|----------|--|----------|
| Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching. | X        | Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.   |          |
| Climbing – ascending, descending ladders, stairs, ramps, requires body agility.            |          | Reaching – extending hands or arms in any direction.   |          |
| Crawling – moving about on hands, knees, or hands, feet.                                   |          | Repetitive Motion – substantial movements of wrists, hands, fingers.   | X        |
| Crouching – bending body forward by bending leg, spine.                                    |          | Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely. | X        |
| Feeling – perceiving attributes of objects by touch with skin, fingertips.                 |          | Standing – for sustained periods of time.  |          |
| Fingering – picking, pinching, typing, working with fingers rather than hand.              | X        | Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.          |          |
| Grasping – applying pressure to object with fingers, palm.                                 |          | Talking 1- expressing ideas by spoken word   | X        |
| Handling – picking, holding, or working with whole hand.                                   |          | Talking 2 – shouting to be heard above ambient noise.  |          |
| Hearing 1 – perceiving sounds at normal speaking levels, receive information.              | X        | Visual Acuity 1 - prepare, analyze data, transcribing, computer terminal, extensive reading.                 | X        |
| Hearing 2 – receive detailed information, make discrimination in sound.                    | X        | Visual Acuity 2 - color, depth perception, field of vision.  |          |
| Kneeling – bending legs at knee to come to rest at knees.                                  |          | Visual Acuity 3 - determine accuracy, neatness, observe facilities/structures.                               | X        |

|  |   |   |   |
|--|---|---|---|
| Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back. |   | Visual Acuity 4 - operate motor vehicles/heavy equipment.   | X |
| Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.                         | X | Visual Acuity 5 -close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts. |   |
| Pulling - use upper extremities to exert force, haul or tug.   |   | Walking - on foot to accomplish tasks, long distances, or site to site.   | X |

### **TYPE OF WORK**

☒ Work performed is primarily:

- ☒ **Sedentary work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- ☐ **Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 of force to move objects.
- ☐ **Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- ☐ **Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects
- ☐ **Very heavy work:** Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

### **WORK ENVIRONMENT**

- Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

**Loudoun County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

# Spotsylvania County, Virginia

## Classification Description



**Classification Title:** Deputy Chief - Commissioner of the Revenue  
**Department:** Department of the Commissioner of the Revenue  
of Real Estate Assessments  
**Reports to:** Commissioner of the Revenue  
**Pay Grade:** G22 \$73,002.79 - \$116,804.47  
**FLSA Status:** Exempt

### **JOB SUMMARY**

Under minimal supervision, performs supervisory and administrative work in the Commissioner of the Revenue's office. Work involves assisting with overall planning, coordination and supervision of the office, responding to questions about various taxes and assisting with preparation of tax forms as needed, interpreting tax laws, and verifying accuracy of submitted returns. Work also involves gathering data and preparing reports and correspondence. Employee is responsible for assuming the duties and responsibilities of the Commissioner of the Revenue in his/her absence. Employee must exercise independent judgment and initiative.

### **ESSENTIAL JOB FUNCTIONS**

- Assists with overall planning, coordination, and supervision of the Commissioner of Revenue's office.
- Provides assistance to Commissioner on personnel and administrative matters.
- Ensures all deadlines are met in the Commissioner of Revenue's office.
- Assists with the preparation of the annual State and County budgets for the Commissioner's Office and regularly monitors expenditures throughout the year.
- Prepares end of month reports to submit to State Compensation Board, including personnel and budget reports required for reimbursement of funds.
- Ensures staff is responsive to customer needs and attends to walk-in customers in a timely manner. Ensures all offices within the commissioner's office are open for business to the general public.
- Works with Information Services and Commissioner's Assistant to develop new software programs.
- Prepares and submits bid requests for forms and envelopes and orders office supplies and state and federal tax forms.
- Creates and submits advertisements to the local media.
- Composes and types material, which requires use a of a variety of formats for preparing correspondence, memos, etc.; assumes responsibility for correctness of spelling, punctuation, format and grammar.
- Assists taxpayers in preparation of tax forms by answering questions and interpreting tax laws.



- Screens and audits Virginia State Income Tax returns; verifies figures, schedules, signatures, social security numbers, filing status, etc.; confirms tax deductions; examines declarations for accuracy and contacts taxpayers when changes are indicated in declarations; gathers data and prepares reports.
- Batches tax returns according to State procedure and keys on-line refunds.
- Responds to questions and requests for information from County officials, elected officials, County Departments, citizens and outside agencies in person and via telephone on a daily basis.
- Verifies and processes meal tax remittance form. Verifies figures, confirms deductions, examines declarations for accuracy and contacts taxpayer when changes are indicated in declarations, and transmits information to the Treasurer's Office.
- Makes adjustments, exonerations, and sends correspondence and bills for delinquent accounts. Takes legal action on delinquent accounts and provides court testimony as needed.
- Assists in review and submission of bills to Finance for payment; processes employee payroll biweekly; and reviews work of the tax auditor daily.
- Gathers data and prepares reports as requested by the Board of Supervisors, County Administrator and Finance.
- Reviews applications, assists in interviewing candidates, checking references and participates in the final selections to ensure the most qualified person is selected. Work with updating job descriptions.
- Opens and sorts daily meals tax mail.
- Assists and provides guidance to departmental supervisors and clerical personnel as needed, including resolving complaints when necessary.
- Attends meetings and seminars with local government officials and agencies such as Department of Taxation, Virginia Association of Assessing Officials, and the Commissioner of Revenue Association.
- Makes oral presentations to various groups.
- Supervises the Commissioner of the Revenue Tax Auditor.
- Assumes duties and responsibilities of the Commissioner of the Revenue in his/her absence.
- Serves as a notary public.
- Performs other related duties as required.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.*

### **MINIMUM EDUCATION AND EXPERIENCE**

Associate's Degree and six (6) to nine (9) years of experience in governmental tax accounting work; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Expected to work toward Certification through the Commissioner of the Revenue Association.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of State tax laws and filing requirements.
- Knowledge of the operations and functions of the Commissioner of the Revenue's office.
- Knowledge of the reporting requirements and is able to complete and submit reports in a timely manner.
- Knowledge of modern office practices and procedures.
- Knowledge of the principles and practices of bookkeeping.
- Knowledge of the principles and practices of personnel management.
- Ability to collect information from a variety of sources and compile concise records from them.
- Ability to use common office machines, including computer-driven word processing, spreadsheet and file maintenance programs.
- Ability to compile data from a variety of sources and prepare clear reports from them.
- Ability to compute figures rapidly and accurately.
- Ability to type accurately at a moderate rate of speed.
- Ability to communicate effectively in oral and written form.
- Ability to exercise considerable tact, courtesy and firmness in frequent contact with the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.
- Ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.
- Ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisors.
- Ability to read tax returns, forms, reports, manuals, books, etc. Ability to prepare correspondence, reports, forms, etc., using proper format.
- Ability to apply commonsense understanding to carry out detailed but uninvolved written or oral instructions; to deal with problems involving a few concrete variables in or from standardized situations.
- Ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to understand government accounting terminology.
- Ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; and to determine percentages and decimals.
- Ability to deal with people beyond giving and receiving instructions.
- Must be adaptable to performing under minimal levels of stress.

### **PHYSICAL REQUIREMENTS**

Must be physically able to operate a variety of automated office machines which includes a typewriter, calculator, computer, printer, postage machine, etc. Must be able to exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time. Requires the ability to inspect items for proper length, width and shape. Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment. Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination. Does not require the ability to differentiate between colors and shades of color. Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

Dates Revised:  
05.04.18



# Chief Deputy Commissioner of the Revenue

Class Code:  
41780

Bargaining Unit: Non-Represented

STAFFORD COUNTY  
Revision Date: Jul 15, 2013

## SALARY RANGE

\$39.97 - \$61.96 Hourly  
\$3,197.60 - \$4,956.80 Biweekly  
\$6,928.13 - \$10,739.73 Monthly  
\$83,137.60 - \$128,876.80 Annually

## GENERAL DEFINITION OF WORK:

Performs complex technical and administrative duties in the operation of the Commissioner of the Revenue's Office; does related work as required. Work is performed under limited supervision of the Commissioner of the Revenue. Supervision is exercised over Commissioner of the Revenue's office.

## ESSENTIAL FUNCTIONS:

Assisting with the overall planning, coordination and supervision of the office of the Commissioner of the Revenue; supervising the personal property and income tax divisions; coordinating data processing operations; assisting with personnel, budgetary and public relations issues.

Assures efficient, economical operation of Commissioner's office;

Supervises preparation of Personal Property Book, including determining accuracy and discovery of untaxed property;

Meets and assists taxpayers in preparation of tax forms, answering questions and interpreting Income Tax laws;

Prepares office payrolls and budgets and monitors expenditures;

Coordinates computer work with computer service which prints tax bills and tax book;

Works with computer services and county data processing to develop new programs to insure the office is run in a more efficient manner;

Attends meetings with the Commissions, such as Department of Taxation, local government officials conference, Virginia Association of Assessing Officials;

Serves as Notary Public;

Assists in prorating taxes;

Reviews reassessments;

Works with other county offices, lawyers, realtors, appraisers and surveyors;

Assists where needed within the overall office;

Prepares job descriptions;

Conducts job interviews for final hiring to ensure the most qualified person is employed;

Performs related tasks as required.

Comprehensive knowledge of general laws and administrative policies governing real and personal property; thorough knowledge of standard office practices and procedures and accounting methods; thorough knowledge of business management or economics and/or considerable experience or supplemental training which provides an understanding of appraisal principles, theories, methods and techniques; thorough knowledge of IBM system, Displaywrite 4 & 5, Lotus 1-2-3; thorough knowledge of IRS Code and Virginia Code 58.1; ability to plan and supervise the work of subordinates; ability to perform mathematical computations with speed and accuracy; ability to prepare and maintain detailed financial records and reports; ability to establish and maintain effective working relationships with County officials, co-workers and the general public.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Any combination of education and experience equivalent to graduation from an accredited college or university and extensive experience in the Commissioner of Revenue's Office including considerable supervisory experience.

## COR RECENT PAST &amp; FUTURE POSITION SALARY CHANGES

## RECENT PAST SAVINGS

## RECENT POSITION SALARY CHANGES (Result of Employees' Retirement/Resignations)

| Position                              | Prior Salary | New Salary | Past Annual Savings |
|---------------------------------------|--------------|------------|---------------------|
| Comissioner of the Revenue            | 135,548      | 125,000    | 10,548              |
| Chief Adm of Business                 | 78,318       | 54,000     | 24,318              |
| Commercial Assessor to Assessor II    | 65,472       | 54,000     | 11,472              |
| Assessor II to Assessor I             | 63,089       | 48,686     | 14,403              |
| Assessor I to Assessor I              | 53,744       | 48,686     | 5,058               |
| <b>TOTAL Recent Savings to County</b> |              |            | <b>\$65,799</b>     |

## FUTURE POTENTIAL SAVINGS

## POSITION CHANGE TO BE MADE

\*Current Salaries listed below are based on 3.1% COLA increase effective July 1, 2021

| Position                             | Current Salary | Approximate New Salary | Future Annual Savings |
|--------------------------------------|----------------|------------------------|-----------------------|
| Chief Deputy and Chief Adm of Realty | 124,178        |                        |                       |
| Chief Adm of Realty ONLY             |                | 96,332                 | 27,846                |
| <b>TOTAL</b>                         |                |                        | <b>\$27,846</b>       |

## POTENTIAL ADDITIONAL POSITION CHANGES TO BE MADE

| Position                                | Current Salary | Approximate New Salary | Annual Difference |
|---|----------------|------------------------|-------------------|
| GIS Analyst                             | 88,332         | 63,188                 | 25,144            |
| Administrative Assistant (to Secretary) | 53,644         | 32,760                 | 20,884            |
| Data Collector A (changed to Assessor ) | 35,870         | 50,195                 | -14,325           |
| <b>TOTAL</b>                            |                |                        | <b>\$31,703</b>   |

## CURRENT UNFILLED POSITION

| Position         | Current Salary | Time Unfilled | Annual Savings |
|------------------|----------------|---------------|----------------|
| Data Collector B | 35,870         | (1 year)      | \$35,870       |

## FUTURE POTENTIAL COST

## FUTURE SPLIT-OFF POSITION

| Position     | Estimated Salary* |  | Annual Cost to County |
|--------------|-------------------|--|-----------------------|
| Chief Deputy | 100,000           |  | \$100,000             |

\*Commensurate with experience / salary range of \$95,060 - \$152,141

|  |                |
|--|----------------|
| <b>RECENT + FUTURE POTENTIAL APPROXIMATE TOTAL SAVINGS TO COUNTY</b> | <b>161,218</b> |
|--|----------------|

|   |                       |
|---|-----------------------|
| <b>ESTIMATED FUTURE COST TO COUNTY/CHIEF DEPUTY SALARY</b> (not including benefits) | <b>100,000</b>        |
| <b>LESS FUTURE APPROXIMATE TOTAL SAVINGS TO COUNTY*</b>                             | <b>95,419</b>         |
| <b>POTENTIAL EXPENSE TO COUNTY (not including benefits)</b>                         | <b><u>\$4,581</u></b> |
| *Based on Position & Potential Changes To Be Made and Current Unfilled Position     |                       |



**County of Frederick**

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Department of Human Resources

(540) 665-5668  
Fax : (540) 665-5669  
hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** June 17, 2021

**Re:** Department of Information Technology (IT) Request for New Position

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IT is requesting that a Technology Administrative Coordinator position be added to Frederick County Salary Administration Program (SAP). The Human Resources Department has reviewed the job description submitted for the position, studied the positions listed in the County's SAP, considered the reasons the IT Department wants to add this position, and analyzed the salaries of other counties/entities throughout the region. It is the recommendation of the Director of Human Resources that the Human Resources Committee, and, subsequently the Board of Supervisors, approve the creation of a Technology Administrative Coordinator.



## COUNTY OF FREDERICK

Information Technologies  
(540) 665-5614

### MEMORANDUM

**To:** Human Resources Committee  
**From:** Scott Varner, Director of Information Technology and GIS  
**Subject:** Request to create a Technology Administrative Coordinator Position and drop Administrative Assistant position  
**Date:** June 3, 2021

The Department of Information Technology (IT) is requesting to replace the Administrative Assistant position, salary range 6 (\$43,516 to \$69,582) with a new position titled Technology Administrative Coordinator, salary range 8 (\$53,964 to \$86,278). The Administrative Assistant position would be dropped from the Information Technology Organization Chart and replaced with the proposed new position.

The Information Technology Department continues to reorganize the department to meet the current and ever-changing demands of government technology. We are looking at each position and determining where to realign positions to get the maximum value out of each position. The current Administrative Assistant position does not encompass what the department needs for the amount of coordination needed for support of all County departments and connected agencies. The position needs to encompass more technology-specific duties facilitating the need to move the position from range 6 to 8.

The new job description proposed would add the following duties:

- Assists with various help desk duties including user password management and basic PC troubleshooting.
- Coordinates the purchasing of all technology for all County Departments and Fiscal Oversight agencies.
- Acts as a liaison and point person between multiple groups, including vendors, for requesting, purchasing, and deploying identified technology assets.
- Coordinates feedback and surveys of help desk response.
- Responsible for oversight of tagging, tracking, and inventorying of identified assets.

The budgetary responsibility, purchasing, and oversight for the Information Technology Department have grown as well. In 2010, the IT Department Budget was a combined \$1.1 million. In 2021, the combined budget was \$2.9 million.

A new job description for this position is attached to this request for review. Below you will find a table containing similar positions in other localities that helped shape this job description and justified the requested range. Also included below are job descriptions related to the range table below for review. I have highlighted those areas that this job description encompasses.



| Locality               | Position Title                      | Salary Range           |
|------------------------|-------------------------------------|------------------------|
| Frederick County, VA   | Maintenance Cost Analyst            | \$53,964 - \$86,278    |
| Richmond, VA           | Maintenance Cost Analyst            | \$60,000 - \$65,000    |
| Clarke County, VA      | Office Manager                      | \$44,497 - \$71,195    |
| City of Winchester, VA | Administrative Programs Assistant   | \$39,520 - \$61,207.80 |
| City of Winchester, VA | Accounting Analyst                  | \$39,520 - \$61,207.80 |
| City of Winchester, VA | Administrative Services Coordinator | \$43,576 - \$67,489.66 |
| City of Winchester, VA | Administrative Services Manager     | \$50,440 - \$78,120.49 |
| Henrico, VA            | Facilities Coordinator              | \$45,101 - \$82,966    |
| Henrico, VA            | Budget Analyst                      | \$47,266 - \$86,948    |

I believe this position change will help the department to continue to move forward in enhanced support to all County Departments and Users.

Thank you for your consideration,

Allen Scott Varner

# County of Frederick



**Job Title: Technology Administrative Coordinator**

**DATE:** Click drop down to enter date.

**PREPARED BY:** Scott Varner

**HR APPROVAL:** Click or tap here to enter text.

**HR APPROVAL DATE:** Click drop down to enter date.

**SALARY RANGE:** 8

**DEPARTMENT:** Information Technology

**REPORTS TO:** IT Director

☐ **Essential**

☒ **Non-Essential**

☒ **Exempt**

☐ **Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** Works in the County's centralized IT Department and assists the Director of Information Technology and MIS in planning and management of the technological infrastructure and administrative tasks. Responsible for the day-to-day processing of all IT invoices, purchase order management, and project oversight for various department initiatives.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Assists with and coordinates various infrastructure and administrative projects and tasks -- includes scheduling/coordinating meetings, document meeting minutes, effectively and accurately communicating relevant project information, initiating purchase requests relevant to project, tracking expenses related to project, vendor communication and relations, etc.
- Acts as a liaison and point person between multiple groups, including vendors, for requesting, purchasing, and deploying identified technology assets.
- Acts as a liaison and point person between multiple groups, including staff and vendors, for identifying and resolving problems and issues, particularly IT related issues.
- Assists with various help desk duties including user password management and basic PC troubleshooting.
- Assists with the implementation of tagging, tracking, and inventorying of identified assets.
- Assists with the development and implementation of software and warranty tracking procedures.
- Coordinates communication between administrative staff and clients by answering the phone, directing calls, taking, and relaying messages via voicemail, email, and phone.
- Schedules FedEx, UPS, DHL, etc. deliveries and pickups.
- Coordinates the purchasing of all technology for all County departments and fiscal oversight agencies.
- Works with departments to research and quote new technology projects.
- Invoices processing and oversight of all IT and MIS invoices and purchase orders.
- Oversees all County data contracts and cellular plans.
- Tracks all mobile devices and oversees inventory.
- Tracks copier leases and purchases and provides maintenance reconciliation.
- Creates and maintains weekly and monthly department reports that document team activities.
- Tracks budgetary expenses and reconciles with department budget.
- Provides project management for assigned departmental projects.
- Acts as part of the departmental budget development team.

## ***JOB REQUIREMENTS***

**EDUCATION:** Two-year degree in relevant IT field of study.

**EXPERIENCE:** Three (3) to five (5) years of relevant work experience or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. Relevant IT, accounting and/or billing experience required.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disperse, monitor, prioritize work load, and multi-task. Possess superior communication (verbal and written) skills. Ability to work independently with little supervision and possesses problem-solving skills. Self-starter who is able to perform duties independently and in a fast-paced environment. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs – especially Microsoft Office applications. Ability to compose complex correspondence and other materials independently, or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain and file complex records and reports. Exceptional project management/analytical skills and effective problem-solving skills. Ability to serve as liaison with other departments, agencies and the general public. Ability to be a self-starter and able to perform duties independently in a fast-paced environment. Attend meetings, report and disseminate information from such meetings. Ability to maintain a high level of confidentiality, and demonstrate strong analytical skills. Possess excellent customer service skills, and ability to establish and maintain professional and effective working relationships with co-workers, senior management, agencies, officials and the general public and possess professional telephone etiquette.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:** N/A

***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires moderate physical effort working almost exclusively with lightweight materials (up to 40 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching, repetitive limb movement, dexterity and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

**ENVIRONMENTAL CONDITIONS:** Heated and air-conditioned office. The worker is not subject to adverse environmental conditions.

***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Employee Name**

# County of Frederick



**Job Title:** Maintenance Cost Analyst

**DATE:** 3/26/2021

**PREPARED BY:** A Phillips/ J Tibbs

**HR APPROVAL:** Michael Marciano

**HR APPROVAL DATE:** 6/1/2021

**SALARY RANGE:** 8

**DEPARTMENT:** County Administrator's Office

**REPORTS TO:** Deputy County Administrator

☐ **Essential**

☐ **Exempt**

☒ **Non-Essential**

☒ **Non-Exempt**

## ***JOB PURPOSE***

**SUMMARY:** Oversees the budgeting, the scheduling, and the record keeping systems of the maintenance division of the County Administration department. Performs superior professional, administrative, and clerical work pertinent to the administration of the department's function to provide efficient maintenance and upkeep of facilities. Acts independently in the absence of the Deputy County Administrator or his/her designee.

## ***ESSENTIAL FUNCTIONS***

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** The requirements for this position include, but are not limited to, those outlined below. All job functions, education and experience, general knowledge and abilities, and physical requirements are subject to possible modification to reasonably accommodate individuals with disabilities to enable them to perform the essential functions of the job. This document does not create an employment contract, implied or otherwise. It is the employer's discretion to add or change the duties or requirements of this position at any time.

- Coordinates with the Maintenance Supervisor and supports County Administrative staff as directed.
- Assists Head Custodian with prioritization of tasks in the absence of the Maintenance Supervisor.
- Assists the Deputy County Administrator in all matters regarding the Maintenance and Grounds Department and pays all department bills pertaining to multiple specified County-owned or County-maintained properties.
- Completes technical tasks relative to facility maintenance -- i.e., develops building maintenance schedules and prepares maintenance item spreadsheets including cost, labor and time estimates.
- Monitors and manages all incoming invoices including entering data into Maintenance Department Spreadsheets, and codes all invoices and allocate purchases in the Works System.
- Tracks utility bills and prepares invoices for payment for multiple specified County-owned or County-maintained properties.
- Creates and tracks internal work orders for multiple specified County-owned or County-maintained properties utilizing Micromain Facility Management and prepares annual report on number and types of repairs.
- Manages the work order system in such a manner as to provide useful information on costs, updates and future budget needs.
- Serves as point of contact for maintenance workorders at the County Administration building.
- Assists in preparation of complex correspondence for the Maintenance Supervisor.
- Prepares annual budgets for the Maintenance Department including operating and capital budgets for multiple specified County-owned or County-maintained properties.
- Assists Maintenance Supervisor in monitoring, reviewing, and renewing of all maintenance contracts and other contractual services for County-owned or County-maintained properties in coordination with the County Attorney and the Procurement Manager.
- Assists Maintenance Supervisor in preparation of documents for equipment procurement in coordination with the County Attorney and the Procurement Manager.
- Maintains vendor files, correspondence, and titles for all County public use vehicles.
- Assists with overseeing Maintenance division vehicle fleet, maintenance to vehicles, and purchasing new vehicles.
- Assists Maintenance Supervisor with maintaining preventive maintenance schedules and records.
- Assists Head Custodian with ordering supplies.

- Assists Maintenance Supervisor in developing specifications and soliciting commercial contracts for good and services and follows procurement policies in acquiring equipment and materials in coordination with the County Attorney and the Procurement Manager.
- Monitors reservation and use of County Administration conference rooms and directs room setup.
- Prepares and distributes monthly meeting, building maintenance, and department appointment/vacation calendars.
- Communicates with maintenance staff to promote teamwork, cooperation, and excellence, and maintains confidentiality of departmental issues and documentation.
- Prepares special projects as assigned.

#### ***JOB REQUIREMENTS***

**EDUCATION:** Any combination of education and experience equivalent to the following: (1) graduation from a junior college or a bachelor's degree with a concentration in accounting; (2) minimum of 2 years business/manufacturing experience with financial responsibilities; or (3) work experience sufficient to thoroughly understand the diverse objectives and requirements of the position and demonstrate proficiency in essential duties.

**EXPERIENCE:** Two (2) years of experience as an analyst and/or administrative assistant role in a maintenance department; or two (2) years of financial analyst experience or equivalent experience (proficient in use of spreadsheets and account payable software. Experience working with maintenance program management software is preferred.

**OTHER KNOWLEDGE, SKILLS AND ABILITIES:** Possess strong business analysis and forecasting skills, and ability to work effectively with individuals at all levels of the organization. Possess strong communication skills to accomplish goals and objectives. Superior knowledge and use of standard office practices and procedures. Possess exceptional organizational skills. Ability to maintain schedules, disperse, monitor and prioritize workload. Ability to work independently with little supervision. Superior knowledge and use of business English, spelling and mathematics. Possess superior computer skills, using various programs. Ability to compose complex correspondence and other materials independently, or from marginal notes or drafts. Ability to follow complex oral and written instruction and the ability to produce, maintain and file complex records and reports. Proficient in the use of standard office equipment. Ability to serve as liaison with other departments, agencies and the general public. Attend meetings, report and disseminate information from such meetings. Ability to maintain a high level of confidentiality. Ability to establish and maintain professional and effective working relationships with co-workers, agencies, officials and the general public and possess professional telephone etiquette.

**CERTIFICATES, LICENSES AND/OR REGISTRATIONS:** Click or tap here to enter text.

#### ***PHYSICAL AND ENVIRONMENTAL CONDITIONS***

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Requires light physical effort working almost exclusively with lightweight materials (up to 30 pounds) including but not limited to walking, talking, stooping, sitting (for extended periods), kneeling, bending, reaching and gripping. Vocal communication is required for expressing or exchanging ideas by means of the spoken word. Hearing is required to perceive information at normal spoken word levels, and visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities. Office work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g., business office, light traffic).

**ENVIRONMENTAL CONDITIONS:** Heated and air-conditioned office. The worker is not subject to adverse environmental conditions.

#### ***ACKNOWLEDGMENT OF JOB DESCRIPTION***

I understand that it is my responsibility to comply with all the policies and procedures of the County and that such may be changed by the County at any time. I recognize that this job description is not intended to be all-inclusive, and I may be asked to perform other reasonably-related job responsibilities as assigned and required by management. I also realize that this job description, or other oral or written statements, do not constitute an expressed or implied employment contract, and such are not intended to bind the County of Frederick contractually. All employees are employed "at will" and either the employee or the County may terminate employment at any time, for any or no reason, with or without notice.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Print Employee Name**

# Maintenance Cost Analyst - Richmond, Virginia United States - 8866

This closed position was filled. Check out our Jobs Search Page (</job-seekers-unreg/job-search/>) for our current open positions similar to this one.

## JOB DESCRIPTION

|                                    |   |
|------------------------------------|---|
| <b>Job #:</b>                      | 8866  |
| <b>Title:</b>                      | Maintenance Cost Analyst                        |
| <b>Job Location:</b>               | Richmond, Virginia - United States              |
| <b>Employment Type:</b>            |   |
| <b>Salary:</b>                     | \$60,000.00 - \$65,000.00 - US Dollars - Yearly |
| <b>Employer Will Recruit From:</b> | Regional  |
| <b>Relocation Paid?:</b>           | Negotiable                                      |

## WHY IS THIS A GREAT OPPORTUNITY?

### Maintenance Cost Analyst

Our client is positioned at the beginning of their growth phase having successfully spun off, implementing the foundations for the business success with very knowledge and technical leadership in place from day 1, and ready for rapid company growth offering a great career opportunity for great people. If you believe in driving results in a friendly environment that is open to creative ideas and diverse perspectives, then this is the place for you. They are built on a rich history of teamwork, innovation, and customer focus and that has a fun, entrepreneurial mindset.

## JOB DESCRIPTION

### Responsibilities:

- Responsible for supporting Maintenance department for tracking and planning of Work Orders, Requisitions and PO's to provide accurate forecasting of work being performed and to be performed.
- Responsible for supporting the Contract Administrator in the area of contractor / vendor cost and time keeping
- Responsible for reporting the Maintenance budget status, monthly accruals to the Senior Cost Analyst
- Responsible for maintenance procedure updates and distributes
- Provides backup support for the Maintenance Timekeeper
- Other duties as required

## QUALIFICATIONS

### Work experience Requirements:

- 2+ years analyst and or administrative role in maintenance department in a manufacturing environment
- 2+ year financial analyst experience or equivalent
- SAP experience (Maintenance Module / Purchasing and Accounts Payable)
- Time and Attendance experience (preferably KRONOS)

### Education Requirements:

- BA or Associates Degree with concentration in Accounting or minimum of 2 years Business/Manufacturing experience with financial responsibilities



**Knowledge, Skills, and Abilities Requirements:**

- Strong business analysis and forecasting skills
- Strong written and verbal communication skills
- Demonstrated ability to work effectively with individuals at all levels of an organization
- Demonstrated ability to use influencing skills to accomplish goals and objectives
- Able to manage multiple priorities
- Demonstrated ability to work in a team environment
- Strong computer skills (SAP proficiency)

**Education:**

University - Associate's Degree/Graduate Diploma/2 Years



Matchmaker (<https://npa-matchmaker.com>) NPA Central  
(<https://admin.membernova.com/305566/User/Login>) Job Board  
(<https://searchnpaworldwidejobs.com/>) Privacy Policy (<https://npa-matchmaker.com/privacy-policy/>)



## Office Manager Maintenance

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### General Definition of Work

Under the direction of the Director of Maintenance, performs complex administrative and supervisory work within the County, Animal Shelter and Public Schools maintenance department. Manages day-to-day office operations, as well as oversees department personnel in the absence of the Director. Provides technical tasks relative to facility maintenance and provides technical assistance to the Director.

### Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.*

### Essential Functions

- Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for County, Animal Shelter and Public Schools facility maintenance.
- Assist in the supervision of department personnel; process employee concerns and problems; directs work; completes performance appraisals and trains employees.
- Assist in the preparation of the department operation and capital budgets for the County, Animal Shelter and Public Schools.
- Establish schedules and methods for providing facility maintenance services; identify resources needed; review needs with appropriate management staff; allocate resources accordingly.
- Assist with inspecting the work performance of the facility department employees and sub-contracted work.
- Monitor and control supplies and equipment; order supplies and tools as necessary; prepare documents for equipment procurement; prepare specification and contracts for contract services.
- Prepares invoices and utility bills for payment; maintains vendor files and correspondence: authorized to approve payments in the absent of the director.
- Collects and compiles statistical data for reports and comparison studies.
- Assist in the preparation of various contracts, requests for proposals, and reports.
- Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.
- Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary.
- Assist with State Required Facility Inspections (monthly, quarterly, and annually)
- Work with work order software (Maintenance Direct) on a daily basis and maintains continuous online training .
- Maintains scheduling of energy management in the absent of the Maintenance Director.

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## **Office Manager Maintenance**

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- Assists with overseeing vehicle fleet, maintenance to vehicles, purchasing and vehicle assignment.
- Oversees records of road signs; orders new signs or replacement signs.
- Maintain preventive maintenance schedules and records; orders supplies accordingly.
- Performs related tasks as required.

### **Knowledge, Skills and Abilities**

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Comprehensive knowledge of the principles, practices, equipment and techniques of office management; comprehensive knowledge of department objectives, procedures and organization; thorough knowledge of the Public Procurement Act; Principles of supervision, training, and performance evaluation; knowledge of equipment, tools and materials used in facility maintenance activities; knowledge in construction and project management principles; knowledge of principles and practices in safety management; thorough knowledge of office procedures, methods and equipment including computers and applicable software applications such as word processing, spreadsheets, and various databases.

Ability to organize, implement and direct facility maintenance operations and activities; Supervise, train and evaluate assigned staff; Interpret and explain pertinent department policies and procedures; Develop cost estimates for supplies and equipment; Demonstrate tact and diplomacy with the public; Communicate clearly and concisely, both orally and written; Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience**

High school diploma or OED; Extensive experience in personnel supervision, office management, administration and support.

### **Physical Requirements**

This work requires the regular exertion of up to 100 pounds of force; work regularly requires standing, walking, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and repetitive motions, frequently requires stooping, kneeling, crouching or crawling and lifting and occasionally requires tasting or smelling; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

- Possession of an appropriate driver's license valid in the Commonwealth of Virginia.



## Administrative Programs Assistant Social Services Department

NON-EXEMPT  
SALARY LEVEL: Grade 10

JOB CODE: 102  
DATE: 07/01/2018

**SUMMARY:** Employees perform responsible administrative and technical work acting as assistants for program professionals having responsibilities in support of agency program planning, management, evaluation and execution activities or responsibilities in a functional administrative program area such as fiscal, human resources, or information technology in combination with limited supervisory responsibilities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- Conducts business with the public, employees and other departments, answering questions and providing guidance, requiring the ability to assess the situation and determine a plan of action;
- • Maintains cost, financial, inventory, manpower, payroll, personnel records, or other specialized records and reports in order to account for and evaluate items purchased, services rendered, security, productivity or other control oriented activities;
- Oversees or Performs fiscal duties such as accounts payable, Special Welfare, reporting and reconciling financial data, and/or participating in audits; Performs compliance assurance, records management, scheduling, data collection and analysis;
- Records information such as inventory, personnel, statistical or fiscal data and compiles informational reports;
- • Processes purchase orders, invoices, and account payments;
- • Maintains accurate financial records;
- Reports financial and administrative expenditures;
- • Determines compliance with programmatic requirements and approves or disapproves services, activities or financial payments;
- • Composes routine, non-routine, sensitive and confidential memos, reports, forms, or other correspondence;
- • Prepares and disburses vendor payments;
- ~~Prepares detailed payroll records, reports and documents;~~
- ~~Maintains fund accounts, makes trial balances and accounts for funds received;~~
- • Prepares and supervises the preparation of bills for payment and verifies coding;
- • Prepares a wide variety of accounting fiscal, statistical and similar reports;
- ~~Posts receipts and disbursements to major accounts and prepares reports of fees received;~~
- ~~Oversees/Performs information systems technical support and systems security functions;~~
- ~~Acts as liaison between the agency and the Virginia Department of Social Services Information Security, and applicable data systems;~~
- Sets up hardware or loads software under carefully controlled parameters;
- Serves as administrative assistant to the Advisory Board, coordinates meetings and materials including preparation and distribution of agendas, scheduling of meetings, transcribing and editing of minutes of meetings;
- Communicates program and/or agency policies, regulations, & practices to staff, vendors and the public;
- Monitors accounts and expenditures;
- Performs financial duties related to the Comprehensive Services Act as assigned;
- Provides administrative and logistical support to the Community Policy and Management Team and Family Assessment and Planning Team as assigned;
- Assists agency in ensuring FOIA compliance by maintaining FOIA tracking log and assisting in the preparation of FOIA responses;
- Assists in agency's compliance to record retention schedule by performing filing and purging of records;

- Maintains and updates agency's policies and procedures such as financial policies, emergency procedures, etc.;
- Maintains vendor records and ensures their compliances to City and state standards;
- Maintains collaborative relationships with vendors of services;
- Organizes materials for brochures, publicity, and other public relations activities;
- Assists in budget preparation and compilation;
- Analyzes budget and management reports;
- Special events and projects as assigned;
- Performs back up duties to other Administrative Program Assistants and Administrative Services Manager and may serve as a leader for other clerical or administrative employees providing training and guidance;
- Provides administrative support to members of the agency's management team;
- Process background checks;
- Maintains agency, Advisory Board and Community Policy and Management Team webpages;
- Works assigned shift(s) to set up and staff emergency shelter should the City of Winchester declare it necessary.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** High School diploma or General Education Degree (GED) required. An Associate's Degree is preferred.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.

**Language Skills:** Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Considerable knowledge of: general clerical and administrative practices and procedures; of modern office practices, procedures and equipment; bookkeeping and budget preparation; and word processing, spreadsheet and data base and graphic software packages. Some knowledge of: basic techniques in conducting planning, research, evaluative and statistical work; effective supervisory principles; and policies, practices and procedures of the assigned program areas.

Demonstrated ability to: effectively use common business and agency software packages; research, interpret, understand, apply and communicate agency program and service information; provide operational and administrative support to professionals in assigned agency programs and services; assist with the measurement of program performance against goals and objectives; systematically compile data, interpret and report monitoring and evaluation findings; communicate effectively both orally and in writing; work effectively with other employees, professionals, and with the public; and exercise discretion and make sound decisions relative to assigned program area. Comprehensive knowledge of bookkeeping terminology and methods, routine accounting principles and practices. Thorough knowledge of standard office procedures, practices and equipment. Ability to maintain complex financial records and to prepare financial reports accurately. Ability to understand and follow complex oral and written instructions. Ability to establish and maintain effective working relationships with other employees and the general public.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, crawling and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures. Some travel may be required.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, computer, copy machine, calculator, typewriter, fax machine, shredder, printer and switchboard.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment. In accordance with §15.2-1507 of the Code of Virginia, this position is excluded from the City's grievance process.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



NON-EXEMPT  
SALARY LEVEL: 10

JOB CODE: F-01  
DATE: 7/1/2018

**SUMMARY:** Under the regular supervision of the Assistant Finance Director, and in accordance with generally accepted accounting principles (GAAP), performs difficult technical and paraprofessional work including a wide variety of accounting and budgetary responsibilities in all functional areas of the City's financial management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Other duties may also be assigned.

- ~~Process and verify Treasurer's daily cash report and update to general ledger;~~
- Provides accounting support in maintaining accounting and financial records for specific work areas (i.e. payroll, budget, accounts payable, and accounts receivable) and maintains corresponding records;
- Reviews automated financial reports for accuracy, completion and propriety;
- Handles correspondence and prepares a wide variety of administrative reports on departmental activities as requested;
- ~~Receives citizen and internal inquiries or complaints and resolves same;~~
- Assists with preparation of the annual budget;
- Stays current with accounting and statutory changes that affect the accounting and reporting requirements of the city, County;
- ~~Assists in the implementation/achievement of department priorities as assigned;~~
- Assists with risk management daily tasks.

**QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Any combination of education and experience equivalent to a High School diploma or General Education Degree (GED) is required. A Bachelor's Degree in finance or a related field is preferred.

**Language Skills:** Ability to read, analyze and interpret complex financial reports. Ability to interpret accounting-related policies and procedures. Ability to analyze revenues and expenses. Ability to write, speak and communicate effectively with co-workers and the general public using correct English. Ability to produce written documents, reports and other correspondence using proper grammar, punctuation and spelling.

**Other Knowledges, Skills and Abilities:** Comprehensive knowledge of accounting theories, bookkeeping, public budgeting, and financial management. General knowledge of the laws and regulations governing municipal financials. Ability to establish and maintain effective relationships with other city officials, employees, and the general public. Comprehensive knowledge of Microsoft Office for Professionals is essential.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, crawling and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Computer, Printer, Calculator, Telephone, Fax Machine, Typewriter, Copy Machine, and Shredder.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



## Administrative Services Coordinator Innovation & Information Services Department

NON-EXEMPT  
SALARY LEVEL: Grade 12

JOB CODE: 116  
07/01/2018

**SUMMARY:** Responsible for planning, directing or coordinating supportive services such as office support services, finance, customer service operations, and contract administration; Performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Plans and coordinates administrative and office support activities such as recordkeeping, mail distribution, and all support services;
- Helps develop, has oversight and reconciles the department's budgets;
- Manages various budgetary, fiscal, administrative, clerical and technical functions such as purchasing, mechanical and building maintenance;
- Provides information and answers questions relating to audits and/or financial records;
- Verifies and approves invoices for payments to vendors, verifies that expenditures are reported to correct program and funding stream for reimbursement;
- Develops and maintains administrative procedures and assures that assigned areas of responsibility are performed within budget;
- Consults with assigned staff, assists with complex problem situations and provides technical expertise;
- Monitors various services contracts;
- Supports the Director in preparation of reports and presentations to the public or City Manager;
- Provides training in administrative responsibilities;
- Assists the Director in the maintenance of all electronic information signage inside City Hall and other City locations;
- Serves as primary point of contact for all City wireless device users and acts as liaison between the City and its wireless services vendor;
- Assists in the development of departmental policies and procedures related to the technological assets for the department;
- Assists in the gathering of information and materials for grants, meetings, etc.;
- Develop and coordinate training/orientation campaigns for all City technology applications

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Bachelor's degree in business administration, accounting or related field supplemented with related experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Academic experience can be substituted by extensive experience providing administrative services in a professional office-based environment.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.

**Language Skills:** Ability to read and comprehend. Ability to write using proper grammar, punctuation, and spelling. Ability to speak and communicate effectively using correct English.

**Other Knowledge, Skills and Abilities:** Thorough knowledge of the operation, procedures and services of the department. Thorough knowledge of the principles and practices of office management. General knowledge of methods, equipment, materials and practices employed in the conduct of a major departmental program. Ability to be precise and detail oriented within a complex regulatory and professional environment. Ability to type accurately and quickly. Ability to plan and organize programs. Ability to write and speak clearly and effectively. Ability to establish and maintain working relationships with co-workers, city officials and the



general public. Ability to maintain complex records, prepare detailed reports from such records and maintain confidentiality of materials, if required. Ability to make decisions in accordance with established policies and procedures.

**PHYSICAL AND ENVIRONMENTAL CHARACTERISTICS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Required Physical Activities:** Requires light physical effort working almost exclusively with light weight materials (up to 25 pounds) including but not limited to walking, talking, stooping, kneeling, light lifting, bending, reaching and gripping.

**Vision Requirements:** Minimum requirements set by the Division of Motor Vehicles.

**Environmental Conditions:** Work is conducted indoors under controlled temperatures. Some travel may be required.

**EQUIPMENT ESSENTIAL TO DO THE JOB:** Telephone, copy machine, calculator, computer, typewriter, fax machine shredder and printer.

NOTE: This classification specification is not intended to be all-inclusive. An employee will also perform other reasonably-related job responsibilities as assigned and required by management. City of Winchester reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. This classification specification does not constitute a written contract of employment. In accordance with §15.2-1507 of the Code of Virginia, this position is excluded from the City's grievance process.

**I have read the classification specification above, fully understand the requirements set forth therein, and will perform these duties to the best of my ability.**

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Print Name**

**Approved:**

\_\_\_\_\_  
**Eden E. Freeman, City Manager**  
**July 1, 2018**



## Administrative Services Manager Social Services Department

EXEMPT

SALARY LEVEL: Grade 15

JOB CODE: 116

DATE: 07/01/2018

**SUMMARY:** Responsible for planning, directing or coordinating supportive services such as office support services, finance, computer operations, facility management and contract administration; Provides overall supervision of the Administrative Unit; Performs difficult paraprofessional, skilled clerical and administrative work in the operation of the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and maintain satisfactory attendance. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions. Other duties may also be assigned.

- Provides supervision to administrative and financial staff;
- Plans and coordinates administrative and office support activities such as recordkeeping, mail distribution, and all support services;
- Recommends hiring, disciplinary actions, transfer, promotion, and termination of personnel within the limits of appropriate statutes, rules and regulations and policies, developing performance standards and preparing corrective action plans;
- Helps develop, has oversight and reconciles both the Local and State agency budgets;
- Manages various budgetary, fiscal, administrative, clerical and technical functions such as purchasing, mechanical and building maintenance;
- Answers questions and provides instruction for state and local finance departments;
- Provides information and answers questions relating to audits, financial records or activities; coordinates state/local computer technology;
- Works as fiscal liaison to Virginia Department of Social Services, maintains and departmental personnel records in LETS, and departmental financial records in LASER; as well as in City applications HTE etc.;
- Performs and oversees fiscal functions of the Comprehensive Services Act activities;
- Verifies and approves invoices for payments to vendors, verifies that expenditures are reported to correct program and funding stream for reimbursement;
- Develops and maintains administrative procedures and assures that assigned areas of responsibility are performed within budget;
- Supervises and evaluates assigned staff, employee concerns and problems, directing work and completing employee performance evaluations;
- Consults with assigned staff, assists with complex problem situations and provides technical expertise;
- Ensures departmental compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures. Initiates any actions necessary to correct deviations or violations;
- Monitors various services contracts;
- Supports the Director and Assistant Director in preparation of reports and presentations to the public;
- Provides training in administrative responsibilities;
- May serve as secretary to Advisory Board;
- Assists in the development of office procedures;
- Assists in the gathering of information and materials for grants, meetings, etc.;
- Works assigned shift(s) to set up and staff emergency shelters should Winchester declare a state of emergency.

### **QUALIFICATION REQUIREMENTS:**

**Education and/or Experience:** Bachelor's degree in business administration, accounting or related field supplemented with related experience or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

**Certificates, Licenses, Registrations:** Possession of a valid and appropriate driver's license.

**Facilities Coordinator****General Summary of Classification:**

Coordinates the use and scheduling, maintenance, repairs, modifications, and furniture and equipment acquisitions for County operated facilities; accurately maintains detailed information in work orders and other job-related systems to ensure proper documentation; collaborates closely with an array of vendors, suppliers and contractors to ensure assigned facilities' smooth operations, safety and readiness for use consistent with all accrediting and mandatory operation requirements; independently handles a wide array of assigned projects; accurately maintains an array of records and coordinates notifications for various program and operational needs; may work on-call as assigned; performs related work as assigned.

**Examples of Primary Tasks, Duties and Responsibilities (TDR):**

*NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.*

- Coordinates the scheduling and use of County managed properties, manages related special needs, requests & logistics;
- Handles a large number of work orders: enters or appropriately handles and resolves entered work orders, obtains bids and pricing, assigns work to the appropriate contractor, schedules work with contractors and meets contractors onsite to discuss the location and scope of work, follows-up with contractors while work is in progress, inspects the work to ensure its completion to specs/needs, reviews and reconciles related invoices for the necessary approvals and payment;
- Coordinates a wide array of activities for assigned special projects related to the safe condition and operation of County operated facilities from obtaining quotes/bids, to coordinating work, inspections and confirming on-spec completion;
- Coordinates an array of assigned inventory management to support department operations and inspection duties related to assigned projects, certification, compliance or accreditation requirements;
- Creates and maintains all required records for assigned job duties, work orders and projects, ensures records and documentation meet all County, agency, Medicaid, licensure, CARF or other related documentation standards by accurately preparing and maintaining various types of paper and electronic records, work orders, bids, various other related documents, records, inventories and reports, and by creating and maintaining an array of other types records and notifications for operational support activities and inspections in various spreadsheets and databases;
- Performs other duties as assigned.

**Knowledge, Skills and Abilities (KSA) Typically Required:**

- **Occupation-specific:** Sound working knowledge of facilities operated by County or an assigned department, including their use and related special requirements. Sound working knowledge of building systems and approved vendors, suppliers and contractors as well as other County resources, and the County's bid, award and procurement processes.
- **Technical:** Sound computer skills with the ability to use computer and typical business software, proprietary software and applications to complete assigned tasks; sound math skills for accurate calculations; sound project management skills.
- **Interpersonal, Communication and Customer Service:** Excellent customer service skills to communicate and interact professionally with diverse array of stakeholders: department and County staff, facility inhabitants, contractors, auditors, regulatory agencies, etc.; to work independently and as part of a team; excellent collaboration skills to effectively to ensure all work is completed according to specs and to serve on various committees as assigned.
- **Decision-making and Authority:** Most decisions made independently within prescribed parameters, appropriately consults and collaborates with supervisor and other department/County staff to address facility related matters.
- **Leadership:** Non-supervisory. Ability to collaborate effectively with a diverse array of stakeholders.
- **Environment:** Typically works in an office setting; works in various locations Countywide based on assigned duties.
- **Physical:** Visual and hearing acuity sufficient to engage in collaborations with a diverse array of stakeholders while handling assigned duties and projects and to coordinate or perform audits and inspections to ensure compliance. Physical ability sufficient to perform assigned duties in an office environment and at various other duty-related Countywide locations, that may be in various stages of maintenance, construction, replacement or repair, as needed.

**Minimum Education and Experience:**

**Education:** Graduation from high school;

**Experience:** Four (4) years of previous relevant facility management experience;

**OR:** Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

**Other Requirements (License, Certifications, Training, etc.):**

- Valid driver's license to perform assigned duties at various locations Countywide.
- May be required to work a flexible or on-call schedule.

**Required of All:**

- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification. Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.





CLASS SPECIFICATION FOR:

**Budget Analyst I**

**General Statement of Duties:**

Assists multiple assigned departments with the analysis, planning, preparation, justification and administration of their annual budget; performs a variety of duties to prepare assigned departments' fiscal year budgets and related documentation for inclusion and presentation in the County's annual fiscal plan and capital expenditures plan; does related work as required.

**Distinguishing Features of Class:**

Assigned to the County's centralized Finance Department's Office Management and Budget (OMB) Division, primary duties include serving as the primary OMB Division contact for an assigned portfolio of departments; working closely with designated department staff to prepare, review, justify and present annual budgets; monitoring assigned departments' funding and expenditures; working with departments on financial issues including budget transfers and reallocations; assisting department with mid-year appropriations requests; adhering to and advising departments on established budget policies, guidelines and practices; and assisting with implementation of the County's approved annual budget. The portfolio of departments for a Budget Analyst I includes uncomplicated, administrative departments with minimal, if any, outside funding resources and minimal, if any, capital project budget requests. Work is performed under the general supervision.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Works closely with departments to understand departmental programs, operations and operational issues;
- Advises departments on established budgetary policies, guidelines and procedures;
- Receives and reviews budget requests from an assigned portfolio of departments, including estimates of expenditures and revenues, if any, and all supporting information and documentation for justification of budget requests;
- Obtains additional data and substantiation of budget estimates and requests from departments as necessary;
- Analyzes departments' budget estimates and prepares summaries for budget presentation;
- Monitors departments' budgets and prepares expenditure forecasts;
- Assists department users in utilizing budget data collection software, including OMB's current budget system;
- Assists departments with mid-year appropriation requests and prepares summaries to be presented to the Board of Supervisors;
- Researches economic and policy trends and provides oral and written reports on findings Budget Supervisor and Budget Director;
- Reconciles budgetary accounts to insure agreement between control accounts and detail;
- Reviews requests from departments and agencies to transfer funds within their budget;
- Performs other duties as assigned.

**Required Knowledge, Skills and Abilities:**

Basic working knowledge and understanding of the principles and practices of public accounting and public administration; sound working knowledge of the principles and practices of accounting and budgeting with sufficient ability to develop accurate expenditures forecasts and budgets, monitor expenditures in accordance with County policies; basic working knowledge of the principles, methods and practices of budget preparation and control; excellent attention to detail and excellent organization skills; ability to multi-task effectively and manage competing priorities while maintaining the accuracy and integrity of multiple departments' financial data and budgets; ability to read, and consistently comprehend, accurately interpret, apply and communicate accounting and budgeting policies, guidelines and procedures; sound judgment with demonstrated ability to consider and weigh a variety of relevant factors and make accurate decisions or recommendations; sound problem solving skills with the ability to appropriately resolve routine questions and issues within established policies, guidelines, requirements and procedures; appropriately seeks guidance or refers unusual situations and questions; sound research skills with the ability to compile and analyze relevant data and make appropriate recommendations, summaries and presentations; ability to synthesize and compile multiple types of data and produce easily understood forecasts, budgets and summaries; good oral and written communication skills with demonstrated ability to express ideas clearly and concisely, orally and in writing; sound political astuteness with ability to express self tactfully, clearly and positively, including in stressful or politically sensitive situations; ability to work independently and as part of a team; ability to collaborate effectively to establish and maintain a good working relationships with colleagues, department staff, County Officials, public and other relevant stakeholders; strong computer skills with ability to use computer and typical business software, Division-specific software, applications and systems incidental to assigned duties; personal accountability including



CLASS SPECIFICATION FOR:

**Budget Analyst I**

teamwork and establishing and maintaining positive relationships with the colleagues and department staff; excellent customer service skills; tact; and courtesy. Must be able to positively and appropriately represent the County with assigned portfolio of departments' staff and other stakeholders. May require the ability to work a flexible schedule as needed.

**Minimum Education and Experience:**

Education: Four (4) year degree in accounting, finance, public administration or other relevant field of study;

Experience: One (1) year of relevant experience in budget or financial administration preferred;

OR: Any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

NOTE: All employees are required to successfully complete National Incident Management System (NIMS) Incident Command System (ICS) 700 (Introduction) training. Successful completion of additional NIMS ICS training courses may be required based on the job classification, level of responsibility, and department. Please refer to Fire's Intranet site for a list of NIMS ICS requirements by job classification.

- May require a valid driver's license to perform assigned duties at various locations Countywide.



**County of Frederick**

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Department of Human Resources

(540) 665-5668  
Fax : (540) 665-5669  
hr@fcva.us

**To:** Frederick County HR Committee  
Frederick County Board of Supervisors

**From:** Michael Marciano, Director of Human Resources

**Date:** June 17, 2021

**Re:** Employee of the Month Nomination

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Based upon the reasons provided in the Employee of the Month nomination, the HR Department supports recognizing this individual as June 2021 recipient.





County of Frederick  
Employee of the Month  
Nomination Form

Received: (HR use)  
06/04/2021

## Do you know of an employee who

Exhibits **EXTRA** effort...

Goes **ABOVE AND BEYOND** the requirements of his or her position...

Provides **OUTSTANDING** service...

Makes a significant **contribution, accomplishment or achievement** to the County of Frederick and its residents.

Criteria for Employee Recognition: Please mark the appropriate contribution(s):

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> Critical Thinking and Problem Solving     | <input type="checkbox"/> Interpersonal Skills    | <input type="checkbox"/> Professionalism                | <input type="checkbox"/> Superior Accomplishment |
| <input checked="" type="checkbox"/> Customer Service (Exceptional) | <input type="checkbox"/> Leadership Qualities    | <input type="checkbox"/> Project                        | <input checked="" type="checkbox"/> Other        |
| <input type="checkbox"/> Dependability                             | <input type="checkbox"/> Monetary Savings Ideas  | <input type="checkbox"/> Quality                        |  |
| <input type="checkbox"/> Innovation/Creativity                     | <input type="checkbox"/> Performance/Skill Level | <input type="checkbox"/> Resourcefulness                |  |
| <input type="checkbox"/> Integrity                                 | <input type="checkbox"/> Positive Attitude       | <input checked="" type="checkbox"/> Safe Work Practices |  |

Employee Name : Dana Lichliter

Department: Public Works/Animal Shelter

Nomination Submitted By: Kathy Whetzel

Department: Public Works/Animal Shelter

Nominator's Signature:

*Kathy Whetzel*

Date: 06/07/2021

Describe the employee's accomplishments/contributions that were **ABOVE AND BEYOND** the normal duties expected of the position. Describe how the employee provided exceptional service:

Dana Lichliter has worked for the Frederick County Animal Shelter for over 14 years as an Animal Caretaker and is currently a Sr. Animal Caretaker. Dana supervises the daily operations of the shelter's cat population; adoptions, shots, spay/neuter, micro chips, and healthcare. Dana works with rescue organizations to get cats adopted. She actively assists with the shelter's "Country Cat" program. This program places feral cats in farm homes.

On what started out as a routine day at work, a co-worker suffered a serious food allergy reaction. Having a history of allergic reactions, the employee carries epinephrine and was able to direct staff to the location of their epinephrine. Dana Lichliter retrieved the device; which featured audio instructions. Dana was able to follow these instructions and successfully administer the epinephrine. The employee was transported to a local emergency medical facility and was treated and released. Thanks to Dana's quick action, a not so routine day ended happily!

Specifically describe the actions that meet the criteria of this award. Describe the value added to the department, team or organization.

Dana administered epinephrine to a fellow employee suffering from an allergic reaction. Thanks to her ability to remain calm and take action, the employee was able to seek medical attention and recover fully.