



**MONTGOMERY**  
**COUNTY** VIRGINIA  
EST. 1776

## Assistant County Administrator/Chief Finance Officer (CFO)



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Are you an experienced, enthusiastic and passionate local government professional who enjoys making a positive difference in your community? Montgomery County, the largest county in western Virginia, is looking for qualified individuals for the position of Assistant County Administrator/Chief Finance Officer (CFO).

The Assistant County Administrator/CFO will be an integral executive leader who will help guide organization strategy to achieve the goals set forth by the Board of Supervisors, partner with organization leadership to plan, forecast, and achieve optimal financial outcomes, manage budget and investment decisions and execute strategic business plans. The position will have significant technical skills and be highly successful in managing governmental accounting and reporting, including grant management, interpretation, and reporting. In addition to providing leadership to the financial and budgeting service areas, the position will also assist in general oversight of specific service areas in coordination with the county administration leadership team.

## About the Community

Since its founding in the eighteenth century, Montgomery County has experienced a rich history in agriculture, manufacturing, and technology with ties to notable historical figures to include George Washington and even Daniel Boone. The county has experienced consistent growth throughout the years.

Montgomery County – which is home to two of the state’s four largest towns, Blacksburg and Christiansburg – is a high-tech community strategically located on the Interstate 81 corridor.

The county provides a full range of services to its approximately 100,000 residents to include: law enforcement; fire and rescue; planning and GIS; economic development; social services; courts; parks and recreation; general services; environmental services; animal control; libraries; and schools.

Montgomery County traces its origin to 1776 when it was formed and named after General Richard Montgomery, an American hero of the French and Indian War and the American Revolution. The first settlement, Draper’s Meadow, was established in the 1740s but was destroyed by Shawnee Indians during the French and Indian War.



Christiansburg, the county seat, was incorporated in 1792 and named in honor of Colonel William Christian. This community was an important stop on the Wilderness Road, which roughly corresponds to the present day U.S. Route 11. As the retail hub of the county, Christiansburg is host to several shopping centers and restaurants.

Blacksburg was incorporated in 1871. The town originated on tracts of land donated by William Black – for whom it was named – and was established at the same site as the previous settlement of Draper’s Meadow. Blacksburg is home to Virginia Tech, one of the nation’s leading educational institutions and research universities. The town is also home to the Virginia Tech Corporate Research Center.

Montgomery County and its towns and rural village areas consistently earn acclaim as an award-winning community, topping various lists year after year. Recognized as the best place to raise a family, boasting the finest metro job market for young professionals, and celebrated as an ideal retirement destination, Montgomery County also takes pride in offering the best public schools in Virginia, among other accolades. Whether you are already a resident and familiar with our community, these continuous recognitions highlight our area’s exceptional quality of life.

The County is home to Virginia Tech, a global research and land grant university. With nearly 40,000 students and 13,000 employees, Virginia Tech is a major economic engine to the New River Valley. The County borders the New River, which affords scenic view sheds and is part of a significant outdoor recreation along with the Jefferson National Forest, miles of hiking trails, 26 miles of the Huckleberry Trail connecting the national forest to the County and two towns of Blacksburg and Christiansburg. Our community offers a wide range of recreation, businesses, health services, cultural destinations, and high quality of life amenities.

BURRUSS HALL AT VIRGINIA TECH



MCCOY FALLS ON THE NEW RIVER



LIVE MUSIC IN DOWNTOWN CHRISTIANSBURG



## County Recognition

Montgomery County has received local, regional and state awards for various programs and services. In 2023, the Chamber of Commerce selected the County to receive the “Best Places to Work” award, which recognizes organizations that provide innovative and sustainable employment and leadership practices. In addition both the Virginia Association of Counties and the National Association of Counties has recognized the County over the past several years for various initiatives and programs to include Caturday, an innovative partnership with the Montgomery-Floyd Regional Library System and the Montgomery County Animal Care and Adoption Center; the Employee Engagement Committee, an initiative to facilitate opportunities for all County employees, regardless of their physical location, to have fun and engaging opportunities and thus enhancing the County’s organizational culture; and a unique Wetland Mitigation Program created by the County’s Planning and GIS team that greatly benefits our local community. In addition, the Animal Care and Adoption Center continues to be used as a stellar example for animal shelters throughout the United States by the Shelter Planners of America.

## Schools

Montgomery County Public Schools (MCPS) serves around 9,487 students through 11 elementary schools (grades K-5), four middle schools (grades 6-8), four high schools (grades 9-12), and central administrative offices. MCPS also provides one alternative education school. In addition to the regular education and special education programs other programs include: Title I; elementary art, music, and physical education; elementary, middle, and high school guidance; comprehensive career and technical education; gifted education; programs for at risk students; and extensive extracurricular activities in athletics, fine arts, and academic competitions. The seven elected members of the School Board and the Superintendent of Schools provide leadership and management for the school division.

## Economic Profile

Montgomery County maintains a few of the very industries that were popular at its inception to include agriculture and manufacturing. In addition, technology, health care, education, retail, hospitality, and food service are now among popular industries throughout the county. According to the Local Area Unemployment Statistics by the Virginia Employment Commission, Montgomery County consistently maintains an average unemployment rate that is lower than the national average, with a recorded rate of 2.6 percent compared to the national rate of 3.5 percent as of December 2023.

## About the Organization

Montgomery County was founded in 1776 and is approaching its 250th anniversary. The County is a



Board of Supervisor – Administrator form of government with seven magisterial districts and their respective elected Supervisors. The school system is led by an elected School Board and Superintendent. Additionally, constitutional officers oversee agencies, all working together to provide superior services to County residents, businesses, and visitors. The County has an annual budget of \$240 million and maintains a strong bond rating of AA+.

Montgomery County's 600 employees work within 19 departments to deliver services with respect and professionalism. Montgomery County administrative offices are housed in a thoughtfully repurposed historic textile plant, just a short distance from downtown Christiansburg.

## About the Department(s) and Position

This position will report directly to the County Administrator and will lead by promoting and instilling a culture of superior performance, ethical conduct, and professional development through effective managerial leadership. This position is responsible for assisting with planning, organizing, and directing County departments and initiatives. The position will work closely with a dynamic leadership team in developing organizational policies and operating procedures that align with and support the County's strategic vision. The Assistant County Administrator/CFO will represent the County with elected officials, outside boards, agencies, and community organizations. The position will also assist with program development and operations across County departments, including budget and financial management, and the formulation of new operating procedures and future capital projects.

Intangible characteristics required include **Strategic Thinking** – the ability to see the big picture and understand the long-term effects of decisions; **Communication** – the ability to receive and convey information to others in a clear, decisive, and understandable way; **Professionalism** – the ability to approach others in a tactful manner, react well under pressure, treat others with respect, accept responsibility for your actions, and follow through on commitments; **Leadership** – the ability to inspire and motivate others to perform to the best of their ability, accept feedback, give appropriate recognition to others, and have a partnership mindset; and **Standards of Excellence** – outstanding consultative and operational abilities and excellent interpersonal skills, flexible in a fast-paced work environment, excellent work ethic, attention to detail, and exemplary level of citizen and employee focus.

## Key Position Priorities

The Assistant County Administrator/Chief Finance Officer (CFO) will maintain the County's strong financial position. In addition, this position will oversee all aspects of the County's financial operations, as well as coordinate all finance-related functions. This position will also facilitate and implement special projects as assigned (for example the New River Valley Recovery Ecosystem Project's Opioid Abatement Grant).

## Qualifications

The successful candidate is preferred to have a Master's degree in Public or Business Administration, or a related field, hold a Certified Public Accountant license, and have a minimum of 10 years of experience in local government operations and/or management, or any combination of training and experience, which provides the required knowledge, skills, and abilities. Demonstrated experience working for a local government in a leadership role, budgetary and financial management, with a proven track record of improving services and departmental outcomes highly preferred. The position requires the ability to work well in both professional and casual environments, and the ability to act as an influential advocate in promoting the County with local, state, and national leaders.

## Salary and Benefits

The starting salary for this position will be highly competitive and depend directly on related qualifications and experience of the candidate. Excellent benefits (health, dental and vision; flex spending; life, disability, wellness clinic, VRS retirement, 401/457 supplemental retirement, and much more). For more information or to request application assistance for disabilities, contact Montgomery County Human Resources at 540-394-2007. If this is the position for you, please visit [www.montgomerycountyva.gov/jobs](http://www.montgomerycountyva.gov/jobs) to apply. A resume must be attached to the online application, along with a cover letter outlining the reasons you qualify for the position. First review of applications will begin May 15, 2024.

