



catawba county  
north carolina

## BUDGET & MANAGEMENT DIRECTOR

**CATAWBA COUNTY** is seeking an experienced and highly motivated leader to guide the County's Budget Office. The successful candidate will have the benefit of taking the helm of a well-managed Office, while having the opportunity to shape the future of the Department through their vision. The previous, long serving, Budget Director is retiring after a successful career with a County known for sound fiscal management and excellent service delivery.

We invite you to join our team in Catawba County, a place with a long tradition of transforming possibility into prosperity. Our community's creative, industrious spirit has consistently driven us to innovate and collaborate toward Making. Living. Better. Today, this looks like revitalized Mill Districts through renovating abandoned mills into thriving corporate and retail spaces; major community development projects designed to enhance walkability, livability, connectivity and aesthetic appeal; computers in the hands of all of our students; and the expansion of access to our incredible natural recreation spaces through the addition of hundreds of acres to our local park systems.

And that's just the beginning of our story.



MAKING.



LIVING.



BETTER.



# OUR COMMUNITY

**Situated in the foothills of the Appalachian Mountains and bordered by the Catawba River,** Catawba County offers the hospitality of a mid-sized community with reach that extends across a fast-growing region. With a population of more than 160,000, Catawba County is the largest jurisdiction in a four-county Metropolitan Statistical Area totaling more than 400,000 residents.

Located with easy access to Interstate 40, Hwy 16, and 321 bisecting the county, we are an easy drive to major cities, the mountains, and the coast. Thanks to this ideal location, we provide a unique opportunity to live and work in a connected, inclusive and knowable community with convenient access to urban amenities and North Carolina's beautiful outdoors.



**Catawba County is an ideal home for those who have a sense of adventure and a heart for hard work:** for people with a passion for making something of themselves, their community, and the future.

We are actively crafting a living and a life rich in both tradition and promise. Our work ethic is the essence of our community: if it can be made, we'll make it. If we can improve it, it'll get better. And if we can do it together, it'll be the best it can possibly be.

We appreciate where we've been and look forward to where we're headed, and we approach life with warm hospitality, humility, strong loyalty to family and community, and a fierce commitment to making a difference for the people who live and work here.

**Catawba County builds futures.** With three K-12 public school districts, numerous private and charter schools, an active homeschool community and significant pre-K programming, children get a great start here. That great start continues at top-ranked Catawba Valley Community College, renowned for its innovative workforce development programs. Catawba County is also home to Lenoir-Rhyne University and Appalachian State University's Hickory Campus, which offer access to undergraduate, graduate and doctoral programs.



**With a low tax rate, increasing building permit activity, and business investment and expansion, our local economy is booming.** We are a comprehensive medical hub, with two medical centers and an extensive system of healthcare options, and we're also a regional shopping and culinary destination.

Catawba County truly offers something for everyone. With an exceptional amount of arts, culture, recreation and entertainment experiences for people of all ages, there's no shortage of things to do here.



# OUR ORGANIZATION

**Catawba County's form of governance** combines the civic leadership of an elected Board of Commissioners with the managerial experience of an appointed County Manager, Mary Furtado, who serves as the county's Chief Executive Officer.

Our annual budget is approximately \$300M and covers a wide range of services, from Elections to Public Health. Additionally, we are proactively working to fill jobs and strengthen our local economy through collaborative, Board-led strategic action in critical growth areas, including economic development, education, community planning and development, health and safety, nature and culture.

We are a forward looking, conservative and fiscally prudent community with a pro-business and smart growth philosophy underpinning our ordinances and policies. Our property tax rate of \$0.3985 per \$100 in assessed value is lowest in our region and is 8th lowest of all North Carolina counties.

Our team is comprised of approximately 1,200 full-time employees. We are professionals dedicated to serving our community in ways that reflect the values we hold. We embody our roots as doers by continually striving to do the best job possible for our residents and our community every single day.

**Our approach to this work is guided by our shared commitment to four core values:**

## DOING WHAT'S RIGHT.

integrity, respect, transparency, professionalism

## DOING WHAT MATTERS MOST.

service to others, initiative, empowerment, prioritization, authenticity

## DOING IT TOGETHER.

teamwork, inclusion, stewardship, empathy, patience

## DOING IT WELL.

innovation, accountability, operational excellence, continuous improvement

**Don't just take our word for it.**

We're **#MakingLivingBetter** in Catawba County, and others are taking notice:

- “#1 Most Beautiful and Affordable Places to live in the U.S.”
- “#1 Up and Coming Real Estate Market in the Carolinas”
- “#3 Best Places to Live in North Carolina”
- “Top 10 Best Places to Live Near the Mountains”
- “25th Best Place to Live in the U.S.”
- “Top 10 Places to Retire”

Check out more here: <http://www.catawbaedc.org/rankings-and-accolades>.



**catawba county**  
MAKING. LIVING. BETTER.

[makinglivingbetter.com](http://makinglivingbetter.com)







# BUDGET DIRECTOR

**DESCRIPTION:** The Budget & Management Director coordinates and directs the preparation and adoption of the annual operating & capital budgets as well as performance measures and goals for Catawba County in accordance with North Carolina General Statutes. The ideal candidate will possess strong analytical skills, be able to form strong relationships with peers and provide sound recommendations with regard to budgetary requests.

## RESPONSIBILITIES:

- Oversight, preparation, analysis, and implementation of County-wide annual operating and capital improvement budget including production & revision of revenue and expense forecasts, coordination on budget hearings, and production of physical budget document in conjunction with County Management team.
- Interact with and support departments, outside agencies, and schools in ongoing monitoring and implementation of budget throughout fiscal year.
- Perform management analysis & review of service expansion needs, impacts associated with proposed operational and policy changes, staffing levels, changing demographic trends, state and / or national legislation, alternative service delivery models, etc. as requested by County Management and as opportunity presents.
- Oversee and assist in development and on-going monitoring / reporting of outcomes and performance measures in collaboration with all County departments, including preparation of semi-annual progress reports and year-end status report.
- Supervise day-to-day work, provide informal real-time performance feedback, and complete performance evaluations for Budget & Management Analyst.
- Regularly attend meetings of the Department Head group, BOC subcommittees, and regular BOC. Serve as County representative on various Advisory Committees, and represent the County in other ways as assigned.
- Active engagement / involvement in professional associations such as GFOA, NCLGBA. Includes monitoring trends and staying current on best practices and innovations / latest approaches in budgeting techniques.

## QUALIFICATIONS:

- Bachelors Degree in Public or Business Administration, Public Policy or a related field and 5 years of experience in governmental budgeting as a director, assistant director, or other advanced leadership role (i.e.: Budget and Management Analyst, Business Manager, or similar).
- Masters degree in Public or Business Administration is preferred.

## ADDITIONAL REQUIREMENTS:

- Capacity to work collaboratively and build/maintain effective working relationships with staff in all levels of the organization, elected officials, and outside agencies.
- Impeccable judgment in analyzing situations and making decisions involving a variety of fiscal and business areas, and the ability to carry out that judgment with considerable professional and managerial discretion.
- Excellent communication skills, both written and oral, including strong command of grammar and the ability to concisely communicate complex information while ensuring important details for decision-making are accurately reflected.
- Strong presentation skills with the ability to turn complex information into easily consumable dashboards, infographics, etc.
- Excellent analytical skills with ability to review data, make projections, and develop recommendations.
- Ability to evaluate soundness of business strategies and make connections between policy direction, strategic plan, and budgeted numbers.
- Strong focus on evaluating multiple options, weighing pros and cons, and formulating recommendations that are in the best interest of the County is a must.
- Must be able to learn new and often complex information quickly so that budgetary needs can be communicated to management.
- High proficiency in computer use, particularly Microsoft Office and Adobe Acrobat products.
- A valid Driver's license with a safe driving record (Driving is an occasional function of this position).

## PREFERENCES:

- NCLGBA Certified Local Government Budget Officer.
- Prior supervisory experience in a professional capacity.

**HIRING RANGE:** \$103,680 – 145,000 (DOQ)

**APPLICATION PROCESS:** Open until filled. First review of applicants will be on September 5th.

Apply online at <https://www.catawbacountync.gov/county-services/human-resources/employment-opportunities/>