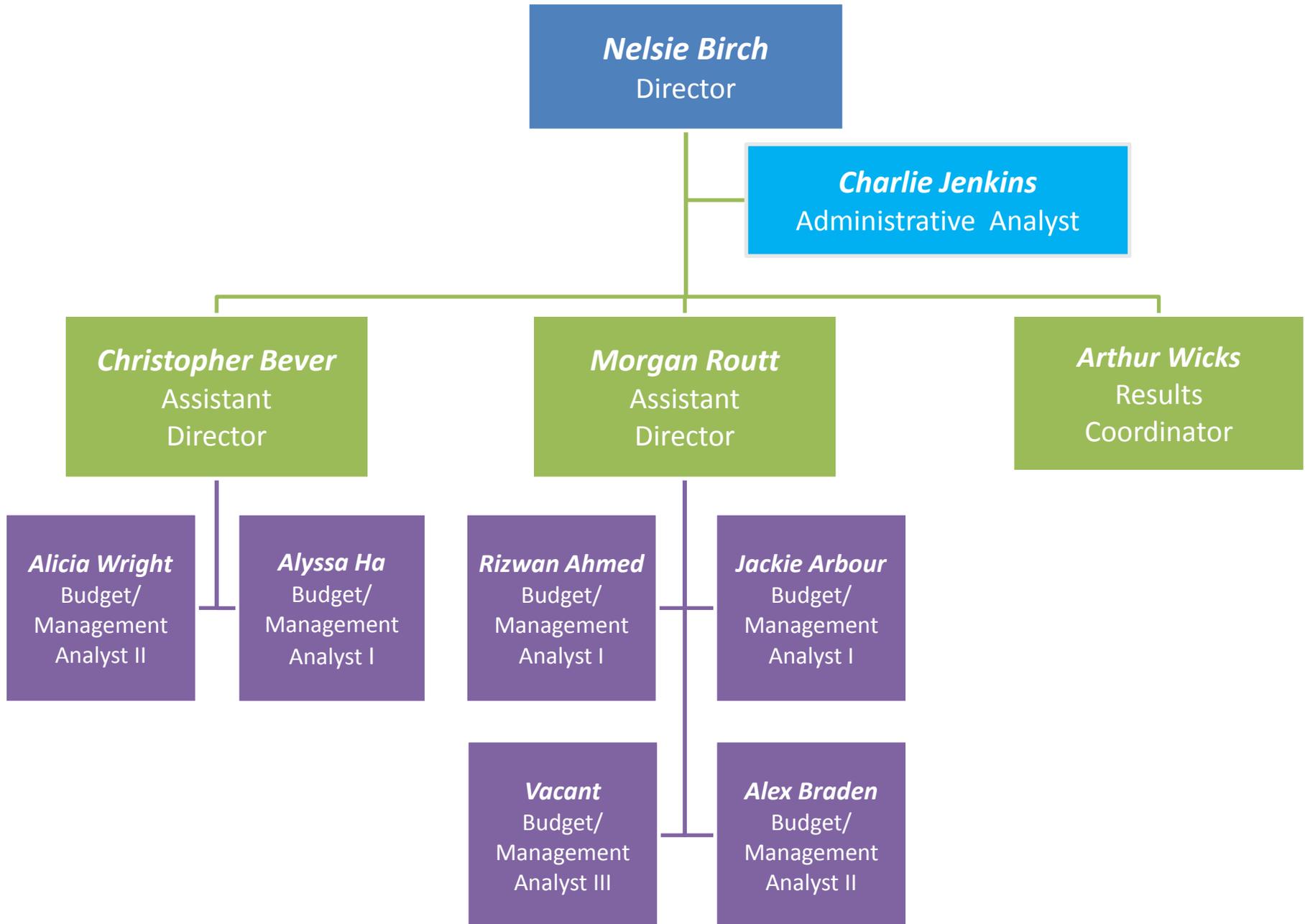




Office of Management and Budget





Office of Management and Budget



ASSIGNMENTS

Nelsie Smith, Director

[P: 703.746.3737 | E: Nelsie.Smith@alexandriava.gov]

Provides Leadership Direction and Management Oversight for the Department; Provides direct supervision for Assistant OMB Director, BMA III/Capital & Debt Manager, Special Projects Coordinator and Administrative Analyst; Member of the Real Estate Committee; OPEB and Supplemental Retirement Board; Stormwater Steering Committee; GIS Steering Committee

Charlie Jenkins, Administrative Analyst

[P: 703.746.3736 | E: Charlie.Jenkins@alexandriava.gov]

- 1) Provides website development/coordination
- 2) Liaison to HR and IT
- 3) Fiscal Rep for OMB
- 4) Call, click, connect liaison
- 5) Updates operating procedures manuals
- 6) Calendar management for the Director
- 7) Organizes and maintains performance data for the office
- 8) Coordinates internal meetings and agenda
- 9) Coordinates the budget book production
- 10) P-Card reconciliation

Arthur Wicks, Results Coordinator

[P: 703.746.3739 | E: Arthur.Wicks@alexandriava.gov]

Oversees the fine tuning of the budget process execution in coordination with the OMB Director and Assistant OMB Director; Responsible for establishing performance measures for OMB that reflects our work and links to Strategic Plan; Prepares status reports for completed special projects list; assists with special projects

Morgan Rountt, Assistant Director

[P: 703.746.3743 | E: Morgan.Rountt@alexandriava.gov]

Second in Command; Oversees the training and performance criteria of the operating and revenue analysts; Manages 4 analysts (Braden, Arbour, Ahmed); Works with Special Projects Coordinator to ensure legislative requirements are done timely related to the Budget; Oversees the development of the budget document; Ensures timeliness of OMB's performance criteria; Oversees the appropriation and supplemental appropriation process in coordination with Financial Operations Engineer; Waste-to-Energy Board; Police/Fire Pension Board; Supplemental Retirement Board; NVTA Financial Workgroup

Reporting to Morgan Rountt

Alex Braden, Budget/Management Analyst III

[P: 703.746.3740 | E: Alex.Braden@alexandriava.gov]

- 1) Police
- 2) Fire
- 3) DEC
- 4) Sheriff
- 5) Law Library
- 6) Commonwealth's Attorney
- 7) Clerk of Courts
- 8) All Other Courts
- 9) BFAAC Liaison
- 10) Workers Compensation Group

Jackie Arbour, Budget/Management Analyst I

[P: 703.746.3745 | E: Jackie.Arbour@alexandriava.gov]

- 1) DCHS
- 2) Health
- 3) Court Services Unit
- 4) ACPS Liaison
- 5) Other Health
- 6) Other Education
- 7) Human Rights

Rizwan Ahmed, Budget/Management Analyst I

[P: 703.746.3782 | E: Rizwan.Ahmed@alexandriava.gov]

- 1) City Clerk/Clerk of Council
- 2) Communications
- 3) City Attorney
- 4) Human Resources
- 5) City Council
- 6) City Manager
- 7) OMB Operating
- 8) OPA/Internal Audit
- 9) Registrar Operating
- 10) Non-Departmental (excludes Debt Services and Cash Capital)
- 11) Coordinates Vacancy Reporting

Vacant, Budget/Management Analyst III

[P: | E:]

- 1) High Level Revenue Analysis; Revenue Coordination with Analysts
- 2) Oversees Monthly Financial Report
- 3) Oversees Fee Compendium
- 4) Multi-year Financial Plan/Forecast (operating)

- 5) Other Economic Activities: AEDP Operating and ACVA
- 6) Real Estate
- 7) Finance
- 8) Code Administration

Christopher Bever, Assistant Director

[P: 703.746.3744 | E: Christopher.Bever@alexandriava.gov]

Third in Command; Leads the development of the capital budget; Manages analysts whose departments impact the capital budget significantly (Wright, Ha); Works in tandem with the Assistant OMB Director to ensure OMB meets our performance objectives; Serves as analyst (Capital and Operating) for Dept. of Project Implementation, WMATA, NVTC, and NVTA and capital only for ACPS; Debt Service and Cash Capital sections of non-D; Stormwater Work Groups

Reporting to Chris Bever

Alicia Wright, Budget/Management Analyst II

[P: 703.746.3746 | E: Alicia.Wright@alexandriava.gov]

- 1) T&ES
- 2) Capital Budget Development Back-Up
- 3) DASH
- 4) ITS

Alyssa Ha, Budget/Management Analyst I

[P: 703.746.3739 | E: Alyssa.Ha@alexandriava.gov]

- 1) General Services
- 2) Planning and Zoning
- 3) Housing
- 4) Library
- 5) RPCA
- 6) OHA
- 7) Other Recreation Activities
- 8) Capital Budget Development Back-Up