



Richmond • Virginia

invites your interest in the position of

Director of Revenue Administration



Recruitment Services Provided by
Ralph Andersen & Associates

AN OUTSTANDING CAREER OPPORTUNITY

As an award-winning, vibrant, and growing community, the City of Richmond's Department of Finance is seeking a Director of Revenue Administration. This position is responsible for administering the roles of the Commissioner of the Revenue and the Treasurer as they relate to local taxes, providing tax-related services, protecting the confidentiality of taxpayer information, and addressing questions and resolving issues related to local tax matters. The incumbent will ensure compliance with the City's and the Virginia Code of Ordinances' assessment and collection requirements. Additionally, this role will have the opportunity to develop new policies and revise existing ones, modernizing processes and procedures to create a data- and technology-driven organization.

Ideal candidates will possess excellent interpersonal, communication, and presentation skills, and demonstrate success in a fast-moving, diverse, and engaged workplace. A strong commitment to well-documented procedures and best practices will be a plus. In addition to working closely with the Director of Finance and other members of the City's leadership team, the Director of Revenue Administration will frequently engage with elected officials, the general public, and business and community partners through presentations and public forums.

The successful candidate will appreciate Richmond for its quality of life, strong leadership, and dedicated City workforce. The Director of Revenue Administration will recognize the importance of adhering to sound accounting principles and best practices, while fostering a culture of fair and principled leadership within the City of Richmond, Virginia.



THE CITY OF RICHMOND, VIRGINIA

The City of Richmond is a local municipality and the state capital of the Commonwealth of Virginia. With a diverse population of approximately 230,000, Richmond is located just south of Washington, D.C. The City is proud of its tradition as a cultural, business, and educational center, and is equally recognized for its outstanding quality of life. Richmond is a full-service city that provides a wide array of traditional municipal services, including public safety, community development, parks and recreation, and public works, as well as public utilities and comprehensive social services.

Under the leadership of Mayor Danny Avula, Richmond continues to grow stronger fiscally, diversify economically, and position itself for a positive future. The Mayor's vision is to "transform Richmond's local government into a model public-sector organization that stewards resources effectively, meets community needs, and has the trust of residents."

Richmond offers a wide range of historical and cultural attractions, an acclaimed dining scene, abundant outdoor recreation, large mature parks, and a vibrant sports community. The City is home to three major universities, the VCU Health System, and multiple community colleges. The Virginia Museum of Fine Arts houses internationally renowned collections from Europe, Asia, and the Americas. Other notable museums include the Science Museum of Virginia, the Children's Museum, the Edgar Allan Poe Museum, the Black History Museum & Cultural Center of Virginia, the Valentine Museum, and the American Civil War Museum at Historic Tredegar.

The performing arts scene is equally rich, with the Richmond Symphony and Virginia Opera Association leading a variety of organizations that present regular productions. The region also hosts touring Broadway shows and guest performances that complement local productions. The Richmond Ballet and the Concert Ballet of Virginia further add to the diversity of the performing arts community.

For recreation, Richmond is home to fourteen public and eighteen private golf courses. The James and Appomattox Rivers provide excellent opportunities for water sports, including swimming, boating, canoeing, water skiing, and fishing. Richmond's largest park, the James River Park System, is a unique linear park stretching from west to east along both sides of the James River, from Huguenot Flatwater to Ancarrow's Landing.

Please visit the following links to explore in more detail why Richmond is a great place to live, work, play, and raise a family:

[Rankings & Accolades: Richmond Economic Development](#)

[Wins & Accolades: 15 Reasons to Plan Your Visit to Richmond](#)

CITY GOVERNMENT



The City of Richmond operates under a strong Mayor-Council form of government, in which the Mayor is elected at large by a plurality of voters in at least five of the City's nine council districts. The Mayor serves a full-time, four-year term and oversees the executive management of the City's departments and agencies. Acting as the City's Chief Executive Officer (CEO), the Mayor's responsibilities include submitting the annual budget to City Council, appointing a Chief Administrative Officer (CAO), issuing regulations, and making recommendations on revenue and funding matters.

The Chief Administrative Officer, who reports directly to the Mayor, is responsible for the City's day-to-day municipal operations and is appointed with the approval of City Council. Richmond City Council is composed of one elected representative from each of the City's nine districts. Councilmembers are charged with representing their constituents, creating and amending local laws, providing policy and government oversight, and approving the City's annual budget.

The City of Richmond, with a population of approximately 230,000, is supported by a FY 2025 budget of \$2.9 billion and more than 4,000 full-time employees (FTEs). To learn more, go to: www.rva.gov.

THE POSITION

The Director of Revenue Administration reports directly to the Senior Director of Finance and is a key member of the City's Executive Leadership Team. The Director of Revenue Administration team consists of a staff of approximately 75 (including the Director).

Specific responsibilities of the Director of Revenue Administration include:

- Plans, directs, and coordinates all activities of the City of Richmond's Revenue Division;
- Oversees assessments of various taxes and preparation of related monthly reports;
- Develop or improve taxation processes and ensure taxes are administered in a fair and equitable manner;
- Oversees the preparation and auditing of personal property taxes, local business taxes, local tax relief and exemption programs, real estate tax, and issuance of City licenses;
- Plans and coordinates the activities of field representatives in contacting and bringing delinquent taxpayers into compliance;
- Assists the general public with difficult or unusual problems which involve a careful analysis of the case and a full explanation of all requirements;
- Comprehensive knowledge of State law and City Code governing personal property taxes, local business taxes, and local tax relief and exemption programs;
- Ability to manage complex financial business processes and effectively lead large teams;
- Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction;
- Manages, monitors, and directs the work performance of a department;
- Evaluates program/work objectives and effectiveness, establishes organizational goals and realigns work and staffing assignments in one or more departments; and
- Ability to communicate clearly, courteously, and effectively, both orally and in writing.



THE IDEAL CANDIDATE

The ideal candidate will possess strong financial acumen and demonstrated success in overseeing administrative and fiscal activities, preferably within a public agency, with significant emphasis on business operations, cash collections, and revenue management. This candidate will be a big-picture thinker with a strategic mindset, capable of implementing best practices and driving change management in a dynamic, fast-paced environment. The successful candidate will also ensure transparency and accountability in all financial transactions and record-keeping, upholding the highest professional and ethical standards.

This financial professional will bring career experience working in and with high-performing teams, where accuracy, timeliness, and adaptability to shifting priorities are essential. Equally important is the ability to establish and maintain effective working relationships with key staff across the organization, elected officials, and external stakeholders, including the general public and the business community.



MINIMUM QUALIFICATIONS

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, or a related field. A Master's or other advanced degree is a significant plus.

Experience: The successful candidate will have a minimum of 10 years of increasingly responsible related experience that includes a minimum of 6 years management and supervisory experience.

Candidates will be evaluated based on their qualifications and career history, presented through their submittal of a comprehensive package of information outlining career highlights and notable achievements.

An equivalent combination of training and experience (as approved by the Department) may be used to meet the minimum requirements of the classification.

COMPENSATION AND BENEFITS

The starting salary will be market competitive, depending on experience and qualifications. (DOQ). The Director will also receive an excellent benefits package.

Additional information regarding the City benefits may be obtained by visiting the Human Resources Department webpage [here](#).



TO BE CONSIDERED

This is a **confidential process** and will be handled accordingly throughout the various stages of the process. Candidates should be aware that references will not be contacted until mutual interest has been established. The first review of resumes will take place on **Friday, November 7, 2025**. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

Confidential inquiries are encouraged by Mr. Robert Burg at (916) 630-4900. **Interested candidates are encouraged to consider this career opportunity and submit immediately.** Submittal should include a comprehensive resume, compelling letter of interest, and professional references via email to apply@ralphandersen.com. **Electronic submittals are required.**

Ralph Andersen & Associates will determine the best overall match with the established criteria as outlined in this recruitment profile. A final decision will be made by the Finance Director, and it is anticipated that the newly selected Director of Revenue Administration will join the City of Richmond in January 2026 or at a mutually agreeable date.

The City of Richmond is an Equal Employment Opportunity Employer.



www.rva.gov