

## **JOB ANNOUNCEMENT**

### **Description:**

Office of Budget & Management  
Community Safety Division  
Deputy Budget Director

The Deputy Budget Director, under the direction of the Budget Director and First Deputy Budget Director, directs and manages the budget activities of the Community Safety Division in the Office of Budget and Management (OBM), and performs related duties as required.

The Community Safety Division portfolio includes public safety offices such as the Police Department and the Fire Department, as well as human services offices such as the Department of Public Health and Department of Family and Support Services.

### **Primary Responsibilities:**

- Plans and establishes goals and objectives in compliance with OBM's central function of preparing, implementing and managing the city's annual operating budget.
- Oversees, in partnership with department staff, the management of studies and/or program reviews to assess the effectiveness of city programs and services.
- Represents the Budget Director at meetings with city officials, governmental agencies and with operating departments, as requested.
- Prioritizes division work to ensure assignments are handled in an expeditious, accurate and professional manner.
- Plans, assigns, directs and supervises the work of subordinate employees engaged in evaluating, approving, and monitoring departments' requests for personnel, commodities, equipment, travel, professional services, and capital expenditures.
- Develops work standards and oversees the implementation of new or modified policies and procedures to facilitate the annual budget process.
- Reviews and approves recommendations for funding and the disbursement of appropriations, whether from the Annual Budget Ordinance, bond proceeds, or other funding sources.
- Confers with staff of departments and agencies to explain budgetary practices, procedures and policies, and to offer assistance on budgetary matters.
- Provides technical assistance to managers in operating departments involved in preparing revenue estimates and budget recommendations for inclusion in the Annual Appropriation Ordinance
- Directs staff training and development activities, including performance evaluations and performance improvement plans.
- Supervises the preparation of comprehensive operational, administrative and/or other fiscal or program reports for internal and/or external consumption.

**Qualifications:**

Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance or Economics or a directly related field, plus five (5) years of budgetary, financial analysis, legislative analysis, program evaluation or program management experience, or an equivalent combination of education, training and experience, provided that the minimum education requirement is met.

Three (3) or more years of senior-level managerial experience preferred.

**Knowledge, Abilities and Skills:**

- Experience in formulating and monitoring large and complex agency budgets preferably in the public sector.
- Ability to interact with public officials, senior leaders and the general public in a diplomatic and professional manner.
- Demonstrate willingness to lead, take charge and offer opinions and direction.
- Ability to plan, organize, assign, supervise and critique the work of subordinate employees. Ability to organize and present clear oral and written reports. Ability to obtain and analyze information and make recommendations.
- Detail-oriented, thoughtful, and thorough in completing work tasks.
- Ability to analyze information (e.g. large data sets, historical trends, key performance indicators, etc.) and draw informed conclusions using logic and modeling to increase understanding of a problem or opportunity.

**THIS POSITION IS SHAKMAN EXEMPT**

**Salary: \$131,148 to 148,296**

**Application Requirements:**

Interested applicants should submit the following materials by email to Kevin Murphy, Deputy Director at [Kevin.Murphy@cityofchicago.org](mailto:Kevin.Murphy@cityofchicago.org).

- Cover letter that explains your interest in and suitability for the position
- Resume
- Writing sample (a policy, procedure, white paper, project plan/analysis, or something similar that was written in the last five years for a job task)

Applications will be accepted until the position is filled.

**Residency Requirement:**

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

**Reasonable Accommodation:**

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY).

Please be prepared to provide information in support of your reasonable accommodation request.

City of Chicago is an Equal Employment opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson

Mayor

Office of Budget & Management

Annette Guzman

Budget Director

Department of Human Resources

Kathleen Doyle

Acting Commissioner

This posting is for internal and external applicants.

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