

JOB ANNOUNCEMENT

Description:

Office of Budget & Management
Infrastructure and Capital Projects Division
Deputy Budget Director

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

The City's infrastructure departments include the Chicago Department of Transportation, Department of Water Management, Chicago Department of Aviation, Department of Streets and Sanitation, and Department of Assets, Information & 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 and capital project budgets
- Develops work standards and oversees the implementation of new or modified policies and procedures to facilitate the annual budget process
- 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
- Oversees the production of the annual Capital Improvement Plan (CIP) publication
- Reviews and approves recommendations for funding and the disbursement of appropriations, whether from the Annual Budget Ordinance, bond proceeds, or other funding sources

- Works closely with senior staff from select infrastructure departments, as well as the Department of Finance and Department of Law, when the City issues general obligation bonds. This includes assessing and prioritizing infrastructure program needs; determining useful life of projects; and following bond rules as guided by the Law Department as it relates to the structure of the proposed bond.
- Confers with staff of departments and agencies to explain budgetary practices, procedures and policies, and to offer assistance on budgetary matters
- Oversees, in partnership with department staff, the management of studies and/or program reviews to assess the effectiveness of city programs and services
- 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 (when needed)
- Attends monthly Tax Increment Financing (TIF) meetings and assists with the monitoring of this fund; interacts with OBM's Revenue and Finance Division on TIF funded projects and financials
- Supervises the preparation of comprehensive operational, administrative and/or other fiscal or program reports for internal and/or external consumption
- Represents the Budget Director at meetings with city officials, governmental agencies and with operating departments, as requested
- Oversees and tracks spending for all capital projects

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 years of budgetary, financial analysis, legislative analysis, program evaluation or program management experience, including

three years in a supervisory capacity; or an equivalent combination of education,, training and experience, provided that the minimum education requirement is met.

Knowledge, Abilities and Skills:

- Experience in formulating and monitoring large and complex agency budgets(minimum of \$100M), preferably in the public sector.
- General understanding of the capital bond market and related funding regulations; experience in overseeing and tracking spend on large capital investments (e.g. bridges; street lighting; street improvements, such as paving, curbs, traffic signals; water/sewer mains, information technology infrastructure, vehicle fleet, etc.).
- 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.
- 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.
- 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: \$130,356

Application Requirements:

Interested applicants should submit the following materials by email to Annette Plattner, Deputy Director at Annette.Plattner@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)

Materials must be received by **June 18, 2021** for consideration.

NOTE: If you have any questions regarding how to apply, please contact Annette Plattner at the above email address. Only those applicants selected for an interview will be contacted.

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
Lori Lightfoot
Mayor

Office of Budget & Management
Susie Park
Budget Director

Department of Human Resources
Christopher Owen
Acting Commissioner

This posting is for internal and external applicants.

Application Closing Date: ~~June 18, 2021~~