



The mission of DCASE is to enrich Chicago's artistic vitality and cultural vibrancy.

DEPUTY COMMISSIONER, FINANCE

NOTICE OF JOB OPPORTUNITY

The Deputy Commissioner of the Finance and Administration Division will report to and work with the Commissioner and Chief of Staff (First Deputy Commissioner) of the Department of Cultural Affairs and Special Events (DCASE) in setting the vision for and directing and managing the department's financial and administrative functions that include reporting budgets, accounts receivable and accounts payable, goods and services contracts, human resources, and office administration. In this capacity, the position will be responsible for the following:

- Direct, plan, and monitor the coordination and preparation of the department's annual budget and evaluate requests for program operations, personnel, capital improvements, and equipment and service needs
- Establish objectives and timelines, and review and determine the appropriateness of recommendations for the allocation of funding based on spending, priorities, and the department's initiatives
- Develop standards and work methods for analyzing division budget requests and direct the work of staff engaged in assessing requests for emergency or supplemental funding and make recommendations
- Work with staff on complex budget estimates and related reports, and interpret and explain complex budgetary and human resources policies and procedures
- Represent the department on budgetary and financial matters serving as the department's liaison, resource, and primary spokesperson at meetings with city officials, other city departments, governmental agencies, grantor agencies, and outside sources
- Develop comprehensive budgetary plans and work with internal division managers to ensure funding for operations, staffing, programs, and events

- Direct and oversee activities relating to the city's annual and department's internal auditing requirements including responding to issues, ensuring compliance, presenting materials and supporting documents for requested actions
- Hire, train, supervise, motivate, and evaluate the performance of the Finance and Administration Division's staff
- Provide effective leadership using sound principles of management and supervision, supervise higher level staff ensuring consistency in the overall direction of the department, develop and implement policies and procedures, and research a variety of topics including new programs, systems, and grant availability, and professional development
- Continue existing relationships and collaborations with other city departments, including the Office of Budget and Management, Human Resources, Law, Procurement, and various government funding agencies and organizations, and develop new relationships
- Participate in a variety of internal and external meetings involving a range of financial, budgetary, grant, contract, and human resources issues related to regulatory requirements, program offerings, funding statuses, and participation levels
- Prepare comprehensive reports, summaries, analyses, recommendations, procedures, and policies
- Perform other related duties as required for this position

THIS POSITION IS SHAKMAN EXEMPT

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree, Master's degree preferred, in Business Administration, Public Administration, Accounting, Business Law, or a related field, plus a minimum of five years of budgetary, finance, program evaluation or accounting work experience, supplemented by two years of progressively responsible supervisory experience related to the duties of the position; or an equivalent combination of education, training, and experience

Knowledge, Abilities and Skills: Excellent managerial and/or supervisory experience including direct leadership of program professionals, administrative, and clerical staff and team building; sound budget preparation, financial analysis, principles, methods, practices, and procedures; considerable knowledge of fiscal and grant operations and contract negotiations; and knowledge of local, federal, and state laws, regulations, guidelines, codes, and policies.

Demonstrated leadership and management ability; demonstrated ability to work effectively and communicate information and ideas in speaking and writing with people of various levels; commitment to working collaboratively; Ability to set priorities and manage multiple tasks; and ability to negotiate and secure contractual agreements when necessary.

Considerable leadership, budgeting, and strategic planning; excellent interpersonal skills; excellent communication, writing, presentation, and speaking skills; proven organizational skills; extreme attention to detail; strong proficiency in Microsoft Word, Excel, PowerPoint, and Internet; and excellent math skills (sufficient to plan, prepare, and monitor budgets).

Other Requirements: The position may require some weekend or late evening assignments.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

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.

City of Chicago is an Equal Opportunity and Military Friendly Employer

City of Chicago
Rahm Emanuel, Mayor

Department of Human Resources
Soo Choi, Commissioner

Posting Date: February 11, 2019

Closing Date: February 20, 2019

Salary: \$111,144.00/Annually

INSTRUCTIONS TO APPLY:

- Interested candidates must submit a Cover Letter and Resume
- Email to: DCASE.HR@cityofchicago.org
- Subject Line: Deputy Commissioner, Finance