



Fiscal Policy Analyst
Finance
Office of the Mayor

Provides support to the Chief Financial Officer regarding all aspects of financial policy, administration, and management for the City of Chicago. Manages special projects and maintains internal and external relations with City departments and stakeholders. Provides administrative support for the Chief Financial Officer. Performs related duties as required.

ESSENTIAL DUTIES

- Performs and oversees the research on current and historical revenues and expenditures, identifies trends, and prepares fiscal projections.
- Prepares and reviews fiscal reports in any necessary capacity.
- Performs in-depth analyses of fiscal liabilities & operational costs; prepares budget estimates.
- Performs and oversees the conduct of cost/benefit analyses of current and proposed programs and operations and recommends financial controls to improve cost efficiencies.
- Develops computer models to analyze data and formulates rate structures and calculates various fees for departmental programs and services.
- Drafts comprehensive reports on matters relevant to City revenues and expenditures.
- Serves as liaison and provides oversight to private consultants, underwriters, re-marketing agents, and trustees participating in the bond issue process and participants in bond closings.
- Assists in the review of consultant reports and participants in the economic analyses of proposed tax increment financing (TIF) projects.
- Assists in all aspects of the analyses related to the City's pension funds.
- Develops and maintains relationships with City agencies, community-based organizations, and community members.
- Serve on various inter-agency committees, task forces, commissions, and working groups to ensure program policies are appropriately implemented.
- Manages long-term projects and initiatives, collaborating with and convening relevant stakeholders and delivering tangible outcomes.
- Manages special projects as needed related to Mayoral initiatives and Finance projects; and
- Researches and assists in the implementation of the Mayor's financial agenda;
- Provides administrative support for the Chief Financial Officer, including coordination of schedules and preparation for meetings and hearings, as needed

NOTE: The list of essential duties is not intended to be all-inclusive; there may be other duties that are essential to particular positions within the class.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Bachelor's degree from an accredited college or university
- At least two (2) years of work experience **or** Juris Doctor or Master's degree in a relevant field
- Experience in either a government or nonprofit setting

WORKING CONDITIONS & EQUIPMENT

- General office environment & standard office equipment (e.g., telephone, printer)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

- Financial policy and management functions

Skills

- Leadership – demonstrate willingness and ability to lead, take charge, and offer opinions and direction when necessary and appropriate
- Motivation - develop and direct people as they work
- Critical thinking – identify the strengths and weaknesses of issues and provide solutions, conclusions, or alternative approaches to the issues
- Complex problem solving – identify complex problems and review related information to develop and evaluate options and implement solutions
- Active listening – give full attention to what others are saying, take time to understand the views of others, ask questions when appropriate.
- Clear written product – communicate information in writing in a clear and concise manner

Abilities

- Negotiation – ability to bring individuals together to reconcile differences
- Strategic thinking – ability to think of long-term plans or strategies for advancement of agendas
- Judgement and decision making – ability to consider the costs and benefits of potential actions followed by the execution of decision
- Comprehend oral and written information – ability to listen, read, and understand complex information in a short amount of time

Other Work Requirements

- Attention to detail – pay careful attention to detail and thoroughness in completing work tasks
- Initiative – demonstrate willingness to take on job challenges and responsibilities when asked
- Flexibility – be open to change (positive or negative) and to variety in the workplace
- Dependability – demonstrate reliability, responsibility, and dependability and fulfill obligations

NOTE: To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please email this information to jack.brofman@cityofchicago.org and connor.brashear@cityofchicago.org

NOTE: A background investigation will be completed on the candidate selected for this position.

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.

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 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

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

City of Chicago
Lori E. Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner