JOB OPPORTUNITY

Director of the Council Office of Financial Analysis

Organization Description:
With a workforce of over 33,000 people, and opportunities in more than 1,400 different job titles and categories, the City of Chicago is the third largest city in the United States and has one of the world’s largest and most diversified and balanced economies, not being dependent on any one industry, with no single industry employing more than 14% of the workforce. As an employer, the City of Chicago operates through the guiding principles of effective government, competitive delivery of high-quality services, and open government to the public. Through these principles, we strive to efficiently deliver services that address head-on the unique challenges facing our city, and to make Chicago preferred employer of choice for all its residents.

Agency Description:
The Council Office of Financial Analysis (COFA) serves the City Council of the City of Chicago by providing independent fiscal analysis of ordinances and policy proposals considered by the Council. Specifically, the office analyses such critical documents as the City’s annual budget, the Comprehensive Annual Financial Report, any public-private partnership agreements and asset leases, and potential cost saving reforms and efficiencies. The office consists of four (4) total staff members with an annual budget of roughly $300,000 per year.

The Director of COFA reports directly to the Chairman of the Committee on the Budget and Government Operations and is confirmed by a vote by the full City Council. In addition to the mandated financial analyses that must be submitted on a quarterly and yearly basis, COFA is also required to perform financial analyses of all ordinances that meet certain budgetary thresholds, as well as requests made independently by individual aldermen.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Chicago Commission on Human Relations at 312-744-4111 or send an email to cchr@cityofchicago.org. For more information, go to: https://www.cityofchicago.org/city/en/depts/cchr.html

This position is open to the general public.

DUTIES:
COFA is currently recruiting for a Director who will serve a four-year term pursuant to approval by the City Council. COFA’s main priority is to provide timely, accurate and independent analysis of ordinances and proposals that may be or are currently under consideration by the City Council. COFA is required to submit the following reports: A summary and analysis of the City’s Comprehensive Annual Financial Report, an annual budget options report of potential costs savings reforms and efficiencies, a financial analysis of the Mayor’s proposed budget, a quarterly report on the Office’s activities including a report of all fiscal impact statements that the Office prepared, and a review of the annual budget forecast. This is in addition to monitoring current ordinances for budgetary impact and providing the corresponding fiscal analysis and responding to requests for analysis made by members of the City Council.

The COFA Director will oversee a staff of up to 3 other individuals who will assist the Director with assigned duties. The Director will work closely with City Departments and be granted access to City budget documents in order to perform the necessary functions of the Office. The Director will ensure that all reports, analyses and statements issued by the Office shall be posted on the COFA website and open to public inspection. The COFA Director will be nominated by, and report directly to the Chairman of the Committee on the Budget and Government Operations.
COFA acts as the fiscal monitor for the City Council and is responsible for providing critical financial insight and support to aldermen as they review various policy proposals under consideration. The direct reports to this role include three (3) Financial Analysts. Duties include but are not limited to:

- Authoring timely, accurate and unbiased financial analyses on policy proposals that impact the City’s budget
- Producing required annual and quarterly financial reports
- Analyzing current and past trends in key performance indicators within all areas that may impact the City’s budget
- Supervision of Financial Analyst(s)
- Ensuring compliance with the City’s reporting requirements
- Testifying and/or making public statements during City Council Committee meetings on behalf of the Office
- Working with City Departments to maintain critical relationships and objective analysis
- Overseeing and managing the continued development of Budgeting, Financial Forecasting, Operating Plan and Modeling tools
- Implementing and working with the City’s budget, financial, procurement and related systems
- Developing financial models and analyses to support strategic initiatives
- Analyzing complex financial information and reports to provide accurate and timely financial recommendations to management for decision making purposes
- Preparing presentations to Aldermen and Committee members
- Managing and organizing multiple priority projects simultaneously while delivering results by hard deadlines

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor’s Degree in Finance, Accounting, Economics, or Statistics or a related field, plus five (5) years of work experience in public policy or government experience, OR a Bachelor’s degree and ten (10) years of responsible financial or public administration experience, preferably in a government or non-profit setting, or an equivalent combination of education, training and experience provided the minimum degree requirement is met.

Preference will be given to candidates possessing the following:

- A Master of Business Administration (MBA) Degree
- Proven work experience in a quantitatively-heavy role
- Extensive knowledge of the City’s budget process
- FMVA or similar designations preferred
- Strong quantitative and analytical competency
- Advanced knowledge of Excel and Microsoft Office software
- Experience researching and preparing reports detailing the progress and/or outcome of research requests
- Strong verbal, written communication and creative problem-solving skills
- Ability to create and deliver presentations
- Proven experience in a managerial role

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

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

**SELECTION REQUIREMENTS**

The Director position is a **Shakman Exempt** position such that political reasons and factors may be considered for employment actions involving this position.
Additional supporting information concerning employment with the City of Chicago may be found at: https://www.cityofchicago.org/city/en/depts/dhr/provdrs/emp/supp_info.html

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.

COMPENSATION & BENEFITS:

Annual Salary: $111,144

The selected candidate will receive an annual salary as well as an excellent program of benefits that allow employees to choose the benefits that meet their specific needs:

The package includes

- **Vacation Policy**
  - Employees begin earning vacation time during their first month of work
  - Employees earn 13 vacation days a year for first five years; 18 vacation days after 6 years; 23 vacation days after 14 years; 24 vacation days after 24 years and 25 vacation days after 25 years
  - Employees given one personal day a year

- **Sick Time**
  - Employees earn one day of sick time per month beginning the first day of the month following an individual’s start date

- **Paid Leave**
  - A mother receives 4 weeks paid maternity leave for a non-surgical delivery and 6 weeks paid leave for a surgical delivery
  - A spouse or domestic partner of the birth mother receives 2 weeks paid parental leave
  - An employee, spouse, or domestic partner receive 2 weeks paid parental leave for the adoption of a child

- **Paid Holidays**
  - The City gives all of its employees 12 paid holidays throughout the year

- **Pension**
  - City of Chicago offers its employees a Pension for retirement

This position will be open from January 10, 2020, 12:01:00 AM CST to January 31, 2020, 11:59:00 PM CST.

No employment applications will be accepted after the January 31, 2020 deadline.

**No Exceptions will be made.**

Interested applicants should forward their resume and relevant employment documentation to COFADirectorPosition@cityofchicago.org.
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.

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

City of Chicago
Lori Lightfoot, Mayor

City Council Committee on the Budget and Government Operations
Pat Dowell, Chair