



Office of Public Safety Administration  
City of Chicago

**Managing Deputy Director- Finance & Administration**  
**Office of Public Safety Administration**

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This position will oversee the financial, administrative, and logistic functions which support the City of Chicago's public safety departments. They will work to streamline processes across the City of Chicago's public safety departments to create efficiencies and cost savings in the areas of Finance and Accounting, General Support, Payroll/Timekeeping, Procurement and Grants Management.

**Essential Duties and Responsibilities:**

1. Oversee all financial and administrative functions for the Chicago Police Department, Chicago Fire Department, Office of Emergency Management & Communications, and Office of Public Safety Administration
2. Plans and directs the work of professional staff engaged in managing, analyzing, and reporting on a department's financial matters (e.g., economic data, procurement and contracting processes, revenues and disbursements, fund investments, related accounts)
3. Directs the development and implementation of policies and procedures to ensure sound fiscal management and operational efficiency
4. Directs the costing of proposed or expanded programs and the preparation of related reports and approves program and operational budgets and amendments for appropriateness of funding.
5. Functions as departmental liaison on financial-related issues to the Office of Budget and Management, City Comptroller's Office, and government and delegate agencies
6. Oversees the development and administration of corporate and non-corporate budgets for departmental operations and grant funded programs
7. Directs the support staff that coordinates the preparation and processing of departmental contractual documents (e.g., contracts, suborders, direct vouchers) for the procurement of goods and services; work closely with the Department of Procurement Services on all contractual and purchasing matters.
8. Reviews and approves purchase requisitions, ensuring accuracy, funding availability, and conformance with City procurement policies and procedures.
9. Reviews bids and proposals and makes award recommendations to the Department of Procurement Services
10. Develops internal procedures and processes to ensure effective grants administration and compliance activities
11. Coordinates with the Department of Procurement Services to monitor minority/women-owned business enterprise (MBE/WBE) participation to ensure departmental contracts meet City goals



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### **Knowledge, Skills, Abilities and Other Work Requirements**

Considerable knowledge of:

- Outstanding communication skills both orally and written
- Advanced knowledge of generally accepted accounting and auditing principles, methods, practices, and procedures
- Financial analysis and management principles, methods, practices, and procedures
- Budget preparation and management methods, practices, and procedures
- Grant administration policies, methods, practices, and procedures
- contract administration and management practices
- Ability to build trust to provide fiscal and budgetary recommendations to management at all levels
- Applicable state, and local laws, regulations, and guidelines Knowledge of applicable City and department policies, procedures, rules, and regulations
- Knowledge of legal procedures and requirements as it relates to City of Chicago budgets, grants, and contracts
- Finance & accounting methods, techniques, practices, and procedures
- Financial record keeping and report preparation methods, practices, and procedures

Moderate knowledge of:

- federal and state legislation and its impact on City ordinances
- applicable local laws, statutes, regulations, and guidelines
- contract law and administration

Some knowledge of:

- City of Chicago's organizational structure

### **Skills**

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, take time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- NEGOTIATION - Bring others together and trying to reconcile differences
- PERSUASION - Persuade others to change their minds or behavior



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- SOCIAL PERCEPTIVENESS - Demonstrate awareness of others' reactions and understand why they react as they do
- JUDGEMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

### **Abilities**

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE - Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- MAKE SENSE OF INFORMATION - Quickly make sense of, combine, and organize information into meaningful patterns
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

### **Other Work Requirements**

- PERSISTENCE - Persist in the face of obstacles on the job
- INITIATIVE - Demonstrate willingness to take on job challenges
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
- ANALYTICAL THINKING - Analyze information and using logic to address work or job issues and problems

**Salary:** \$165,504.00 annually  
**Location:** Public Safety Headquarters  
**Address:** 3510 S. Michigan Avenue Chicago, IL 60653  
**Hours:** 9:00am-5:00pm  
**Days Off:** Saturday and Sunday

**Interested applicants should send their resumes to [Robert.Landowski@chicagopolice.org](mailto:Robert.Landowski@chicagopolice.org) with subject line "Managing Deputy Director- Finance & Administration Application".**