



## **DIRECTOR OF PUBLIC AFFAIRS**

### **City of Chicago Office of Budget and Management (OBM)**

#### **OBM Overview**

The Office of Budget and Management (OBM) is responsible for preparing and executing the City's \$16.4 billion (FY2023) annual budget and evaluating the efficiency and efficacy of all City operations by driving management initiatives that both improve the City's fiscal condition and increase taxpayer value.

#### **ROLE OF THE DIRECTOR OF PUBLIC AFFAIRS**

The Office of Budget and Management is seeking a dynamic and experienced individual to join our team as the Director of Public Affairs – Budget & Finance. In this role, you will lead and manage public affairs, media relations, and Freedom of Information Act (FOIA) activities for the Office of Budget & Management, the Department of Finance, and the Chief Financial Officer. The ideal candidate is a strategic thinker with a strong background in public relations, media engagement, and communications. If you are passionate about fostering positive public perceptions, have exceptional communication skills, and thrive in a fast-paced environment, we encourage you to apply.

#### **ESSENTIAL DUTIES**

- Coordinates and oversees public affairs and media relations activities, in cooperation with the Mayor's Press Office, for the Office of Budget and Management, the Department of Finance, and the Chief Financial Officer
- Directs public information programs to convey the departments' mission, goals, and services to the general public
- Meets with the Mayor's Press Secretary and/or staff to oversee and coordinate public relations strategies and activities
- Serves as a liaison to various City entities (e.g., the Mayor's Press Office, City Council, Sister Agencies, Departments) regarding public information about the City's budget and/or finances
- Arranges news conferences and interviews for departmental personnel; develops talking points and background briefings to ensure principles are fully prepared for the interview
- Serves as department spokesperson to the news media
- Drafts news releases and provides input and advice on the preparation of City and/or department statements; ensures content is fully vetted before release
- Researches, writes, and edits speeches and talking points for department managers
- Responds to requests for information filed by citizens, journalists, and outside entities pursuant to the State of Illinois Freedom of Information Act ("FOIA")
- Researches, examines, and analyzes documents to provide responsive documents in response to FOIA requests and makes appropriate redactions of exempt information; interaction with various subject matter experts and/or consultation with the Department of Law is frequently required

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

## QUALIFICATIONS

### **Education, Training, and Experience**

- Graduation from an accredited college or university with a Bachelor's Degree in Journalism, Communications, or a directly related field, plus five years of work experience in the development and implementation of public information programs; or an equivalent combination of education, training and experience.

### **Knowledge**

Comprehensive knowledge of:

- speech writing
- writing and formatting styles and methods used in public service announcements and other forms of news transmittals
- local media outlets and news organizations
- public relations and community outreach principles, practices, and techniques

Some knowledge of the following is preferred, but not required:

- applicable City and department, services, programs, and resources
- City neighborhoods, community organizations, and leaders
- developing sponsorship, marketing, and public relations plans
- Freedom of Information Act rules and regulations

### **Preferred Qualifications Include**

- A minimum of two years of experience conducting legal research, policy research or legislation review for fiscal impacts on state and local governments
- A minimum of two years of experience drafting legal documents, policies, procedures and/or legislative memorandums

**Salary: Up to \$116,640.00**

Office of Budget and Management  
121 N. LaSalle St., 6<sup>th</sup> floor  
Chicago, IL 60602

### **THIS POSITION IS A SHAKMAN EXEMPT POSITION**

Interested candidates should send their resume and cover letter to Kevin Murphy, Managing Deputy Budget Director at [Kevin.Murphy@cityofchicago.org](mailto:Kevin.Murphy@cityofchicago.org). Please submit the following materials:

- Cover letter that explains your interest in and suitability for the position
- Resume
- Writing sample (a press release, speech, or similar media-oriented document written in the last five years for a job task)

Applications will be accepted until the position is filled.

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](mailto: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 Opportunity and Military Friendly Employer

*Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.*

**City of Chicago**

Brandon Johnson, Mayor

**Department of Human Resources**

Kathleen Doyle Deane, Acting Commissioner