



**Code: 1120**

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

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## **CLASS TITLE: MANAGING DEPUTY BUDGET DIRECTOR**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, the class exercises executive control and administrative oversight in the management of multiple departmental bureaus or divisions and special inter-departmental projects in the Office of Budget and Management (OBM), and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs managerial staff in the planning, coordination and oversight of programs and operations
- Plans and directs major projects and administrative operations relative to OBM's central function of preparing, executing and managing the city's annual operating and capital budgets
- Establishes objectives and time lines to ensure assignments are completed proficiently and expeditiously
- Reviews the appropriateness of recommendations for the allocation of funding based on spending caps, priorities and departmental initiatives
- Communicates project goals to managers, operating departments and governmental agencies
- Oversees the conduct of research on past spending patterns and the cost effectiveness of current operations, analyzes research findings and directs the preparation of reports recommending proposals to improve cost efficiencies
- Oversees the preparation of revenue estimates and budget recommendations for inclusion in the Annual Appropriation Ordinance
- Coordinates and directs staff training and development activities
- Supervises the preparation of comprehensive operational, administrative and fiscal reports
- Represents the Budget Director at meetings with city officials, governmental agencies and operating departments
- Manages the coordination and preparation of the department's annual budget
- Participates in the development of contract specifications and oversees consultants engaged in providing contracted services, as required

**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.*

### **MINIMUM QUALIFICATIONS**

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

- Graduation from an accredited college or university with a Master's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance or Economics or a directly related field, plus five years of budgetary, financial analysis, legislative analysis, program evaluation or program management experience, or an equivalent combination of education, training and experience, provided that the minimum education requirement is met.

#### **Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Comprehensive knowledge of:

- \*applicable financial analysis principles, methods, practices, and procedures, including organizational analysis and cost benefits analysis
- \*financial management principles, methods, practices, and procedures, including report preparation
- \*management and supervisory principles, methods, practices, and procedures
- \*budget preparation and management methods, practices, and procedures

Considerable knowledge of:

- \*applicable federal, state, and local laws, regulations, and guidelines
- \*City tax ordinances and requirements
- \*organizational structure of City departments
- \*applicable computer software packages (e.g., Excel, data management software) and applications

Knowledge of applicable City and department policies, procedures, rules, and regulations

Other knowledge as required for successful performance in the Deputy Budget Director class

**Skills**

- \*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
- \*MONITORING - Monitor and assess performance of one's self, other individuals, or organizations to make improvements or take corrective action
- \*COMPLEX PROBLEM SOLVING - Identify complex problems and review related information to develop and evaluate options and implement solutions
- \*MANAGEMENT OF FINANCIAL RESOURCES - Determine how money will be spent to get the work done and account for these expenditures
- \*COORDINATION WITH OTHERS - Adjust actions in relation to others' actions
- \*JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Other skills as required for successful performance in the Deputy Budget Director class

**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 abilities as required for successful performance in the Deputy Budget Director class

**Other Work Requirements**

- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- 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

Other characteristics as required for successful performance in the Deputy Budget Director class

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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

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City of Chicago  
Department of Human Resources  
Date: February, 2013