



CLASS TITLE: Recovery Team Program Manager- Contracts, Finance and Grants CHICAGO DEPARTMENT OF PUBLIC HEALTH

BACKGROUND

The Chicago Department of Public Health (CDPH) envisions a city of thriving communities where all residents can live healthy lives. Even before the COVID-19 pandemic, however, a white Chicagoan lived 8.8 years longer on average than a Black Chicagoan, and life expectancy was declining for all racial and ethnic groups except whites. This is unjust, unacceptable – and preventable. As we shift from a focus on emergency response to an equitable recovery, CDPH's Recovery Team Project Managers will help lead critical initiatives in key areas driving the life this expectancy gap.

CHARACTERISTICS OF THE CLASS

Under direction, this position oversees budget, financial administration, and contractual matters within the Chicago Recovery Plan team. This position also serves as a liaison to the Mayor's Office Project Management (PMO) team.

ESSENTIAL DUTIES

- Provide financial management and administrative oversight for the implementation of program activities
- Ensure complete documentation and accountability of all financial transactions
- Work with the team to identify and determine grant budget revisions or expense adjustments throughout the year
- Review and approve delegate agency budgets and budget revisions for compliance with City fiscal policies and grantor funding requirements
- Ensure accurate and timely financial information is presented to the Mayor's Office, department, and project staff for decision-making
- Ensure compliance with all Governmental Accounting Standards Board (GASB) reporting and accounting requirements as well as compliance for grants and state/federal funding
- Review invoice payments and purchase orders for various parties (e.g., refunds and payment voids, accounts payables issues, status of purchase orders and payment vouchers)
- Provide training and technical assistance to delegate agencies on budget preparation and vouchering requirements
- Serve as a liaison to the Mayor's Office Project Management Office, responsible for assisting with program-level reporting, operations, communications, and compliance related to projects funded by the American Rescue Plan and other local and federal funding sources
- Ensure cost effectiveness and reasonableness of all allocated expenses for the project
- Perform other related duties and fulfills additional responsibilities as 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.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a bachelor's degree in accounting/finance or a directly related field, plus three years of professional accounting/project management experience; or an equivalent combination of education, training, and experience.

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, hand-held computer, modems, scanners)

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Some knowledge of the follow is preferred:

- Knowledge of Oracle based finance management systems
- Understanding of municipal procurement process
- Experience managing large federal grants
- Proficiency using Microsoft Excel
- Proficiency using Microsoft Word
- Previous experience with Generally Accepted Accounting Principles and Governmental Accounting Standards
- Budget preparation and planning
- Management and supervisory methods, practices, and procedures
- Applicable City and department policies, procedures, rules, and regulations
- Experience in developing and giving presentations and trainings.

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, taking 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
- 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
- DEMONSTRATE ORIGINALITY - Come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- LEADERSHIP - Demonstrate willingness to lead, take charge, and offer opinions and direction
- ADAPTABILITY/FLEXIBILITY - Be open to change (positive or negative) and to considerable variety in the workplace
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

- **ATTENTION TO DETAIL** - Pay careful attention to detail and thoroughness in completing work tasks
- **INNOVATION** - Think creatively about alternatives to come up with new ideas for and answers to work-related problems
- **ANALYTICAL THINKING** - Analyze information and using logic to address work or job issues and problems

SALARY & POSITION TERM

The expected salary range for this position is **\$90,000 to \$105,000**, commensurate with experience, skills, education, and training. This is a grant-funded position created to manage the immediate needs of the COVID-19 recovery with an expected term of approximately two years

TO APPLY

If you are interested in applying for a CDPH Recovery Team Project Manager position, please submit a cover letter and resume to Sarah.Garcia@cityofchicago.org. Applications will be accepted on a rolling basis until positions are filled; however, hiring is currently in progress, and we strongly recommend applying by March 11, 2022. Your cover letter should note whether you have specific background, experience, in finance and administration.

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.

City of Chicago

Department of Human Resources

February 14, 2022