

Job Announcement

Department of Family and Support Services

Number of Positions: 2

Mission

Working with community partners, we connect Chicago residents and families to resources that **build** stability, **support** their well-being, and **empower** them to thrive.

Background - Department of Family and Support Services (DFSS)

As the City of Chicago's primary social services funder and administrator, the Department of Family and Support Services (DFSS) manages a comprehensive, client-oriented human service delivery system that employs a holistic approach to improving the quality of life for our most vulnerable residents. The department provides services to vulnerable Chicagoans through seven program units: children, domestic violence, homeless, senior, workforce development, youth, and human services divisions. The department provides critical services through its network of approximately 350 community-based agencies and directly through its six Community Service Centers and six Regional Senior Centers. The department stewards a \$790 million budget (\$404M annual budget + \$386M in CARES, ARP, and Bond investments).

American Rescue Plan (ARP)

Under direction, this position oversees a major project(s) within the Chicago Rescue Plan team, such as general administrative, program management, or leading a specific functional area. This position may also serve as a liaison to the Mayor's Office Project Management (PMO) team. **Additionally, this position will be funded for approximately two years and is considered a temporary, short-term full-time position. Once Local Fiscal Recovery Funds (LFRA) are exhausted, this position will no longer be sustained.**

Recovery Team Program Manager

Under the direction of Recovery Team Senior Program Manager, the Recovery Team Program Manager functions as a senior level manager, managing staff and directing the functions and operations of programming provided to the Department of Family and Support Services under the American Rescue Plan.

ESSENTIAL DUTIES

- Under guidance from Department leadership including Program Deputies, assists with implementation of one or more programs within the Department's Recovery Plan portfolio.
- Manages aspects of programmatic oversight to ensure goals and timelines are met. These aspects may include project plan design, budget tracking, tracking

process and outcome metrics, delegate agency management including contract oversight and programmatic monitoring.

- May be responsible for the development of a Request for Proposal related to the administration of funds.
- Complies and analyzes data and information and draft recommendations for executive leadership and stakeholders.
- Directs the preparation and administration of delegate agency contracts and budgets and implements fiscal and budgetary controls to ensure monies are fully optimized, leveraged, and expended.
- Directs the monitoring, compliance and evaluation of delegate agencies responsible for the delivery of programs and services.
- Analyzes legislative and policy proposals and prepares recommendations identifying potential impacts to departmental and program operations.
- Facilitates meetings with partners, stakeholders (e.g., sister agencies, community groups, private sector companies) to ensure that strategies and trends within the assigned program.
- Identifies opportunities for integrating and/or connecting data systems as well as strategies to increase program access to underserved populations.
- Represents the department at meetings, planning groups, and work groups to discuss policies, and programs, progress and outcomes. Prepares various comprehensive management reports including programmatic, budgetary and performance reports.
- Provides oversight on program policies and assists with the research, writing, and preparation of prevention and intervention portfolio grants.
- Prepares and presents ideas, trends, strategies and goals to groups associated with assigned programming
- Performs related duties 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.

Location: Department of Family and Support Services - Central Office

Address: 1615 West Chicago Avenue
Shift: Monday-Friday
Hours: 9:00am – 5:00pm

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE. This is position is a Shakman Exempt Position. Position is funded by the Local Fiscal Recovery Funds(LFRF) and will be funded for approximately two years.

Qualifications

Graduation from an accredited college or university with a Bachelor’s Degree in the Social Sciences, Human Services, Business Administration, Public Administration, or a directly related field plus three years of experience in project management or administering programs, provided the minimum degree requirement is met. Other degrees may be considered based on the appropriate corresponding work experience.

NOTE: Master’s or Professional Degree preferred.

Disclaimer - "Accredited" means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position.

Selection Criteria

If interested, please submit a resume to the following:

Olga Rivera, Executive Assistant
Department of Family and Support Services
olga.rivera@cityofchicago.org

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.

If you would like to request a reasonable accommodation due to disability or pregnancy to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). 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

City of Chicago
Lori Lightfoot, Mayor

Department of Human Resources
Christopher Owen, Commissioner