



Code: 1124

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical, and Analytical

Series: Budget and Procedure Analysis

CLASS TITLE: ASSISTANT BUDGET DIRECTOR

CHARACTERISTICS OF THE CLASS

Under direction, assists in directing and coordinating professional staff engaged in the development, preparation, and administration of the City's annual budget, and performs related duties as required

ESSENTIAL DUTIES

- Coordinates, assigns and reviews the work of professional staff engaged in evaluating departments' annual requests for personnel, capital improvements, and equipment and service needs
- Participates in the development and revision of policies and procedures to ensure the city's fiscal and budgetary goals are met
- Participates in the development and implementation of work methods and standards for analyzing departments' budget requests
- Interprets and explains complex budgetary policies and city-wide fiscal objectives to staff
- Reviews, modifies, and approves funding recommendations prepared by staff
- Consults with staff on complex budget estimates and related reports
- Coordinates and participates in conducting staff training on budgeting and fiscal policies and procedures
- Completes performance appraisals for subordinate staff
- Directs the work of staff engaged in assessing operating departments' requests for emergency or supplemental funding and makes recommendations on same
- Oversees the preparation and maintenance of budget, operations, and administrative reports
- Coordinates and oversees special budget and organizational studies
- Serves as liaison with operating departments, grantor agencies, and private companies to discuss budgetary matters related to proposed projects
- Confers with City Council staff and various departments on policy issues (e.g., workers compensation, employee benefits) and procedures that affect city operations and cost (e.g., labor negotiation, risk management)

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, Economics or a directly related field, plus four years of budgetary, financial analysis, legislative analysis, program evaluation or program management work experience, of which two years are in a supervisory role related to the responsibilities of the position

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
- applicable federal, state, and local laws, regulations, and guidelines
- *budget and report preparation methods, practices, and procedures
- *applicable computer software packages (e.g., Excel, data management software) and applications

Moderate knowledge of:

- supervisory and management principles, methods, practices and procedures
- organizational structure of City departments
- city tax and business license ordinances and requirements

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

Other knowledge as required for successful performance in the Supervising Budget Analyst 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
- *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
- *MANAGEMENT OF PERSONNEL RESOURCES - Motivate, develop, and direct people as they work and identify the best people for the job

- *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 Supervising Budget Analyst 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 Supervising Budget Analyst class

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
- 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

Other characteristics as required for successful performance in the Supervising Budget Analyst class

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

Date: February, 2013