



**Code: 9656**  
Service: Exempt  
Group: Non-Competitive  
Series: Exempt

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

### **CHARACTERISTICS OF THE CLASS**

Under direction, the class directs and manages the activities of a division or special inter-departmental projects in the Office of Budget and Management (OBM), and performs related duties as required

### **ESSENTIAL DUTIES**

- Plans and establishes goals and objectives in compliance with OBM's central function of preparing, implementing, and managing the city's annual operating and capital budgets
- Develops work standards and oversees the implementation of new or modified procedures to facilitate the annual budget process
- Prioritizes division workload to ensure assignments are handled expeditiously
- Oversees the work of supervisory staff engaged in evaluating and approving departments' annual requests for personnel, capital improvement and equipment and service needs
- Reviews and approves recommendations for funding and the disbursement of appropriations
- Directs and coordinates the conduct of management studies to assess the cost effectiveness of city programs and services
- Provides technical assistance to managers in operating departments involved in the revenue estimates and budget recommendations for inclusion in the Annual Appropriation Ordinance
- Directs staff training and development activities
- Supervises the preparation of comprehensive operations, administrative, and fiscal reports
- Represents the Budget Director at meetings with city officials, governmental agencies, and operating departments, as required
- Serves as liaison with operating departments, grantor agencies and private consultants to discuss budgetary matters of proposed projects

**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 (5) 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.
- Three (3) or more years of senior-level managerial experience preferred

#### **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**

Positions assigned to executive leadership roles are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values, transparency, diversity, inclusion, equity, accountability, and transformation
- Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political, and social ecosystem as a whole
- Professional and personal history reflecting the highest standards of integrity
- Ability to work well with all levels of staff and management
- Ability to establish and maintain effective working relationships with others
- Demonstrated commitment to holding supervisory personal accountable for the timely and effective execution of organizational policy by individuals under their command
- Working knowledge of human resources laws policies, methods, and procedures
- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves
- Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the general public
- Experience dealing with labor-management issues and the ability to work effectively with employee unions
- Strong administrative and managerial track record, including overseeing a sizeable staff and multi-million dollar organization in organizational planning and development, strategic and operational planning, budget management, process improvement, data-driven decision-making, and crisis management

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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.