

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0114
Job Title: Budget and Management Services Director
Salary Grade: 24
Bureau: Finance
Department: Budget and Management Services
Dept. Budget No. 014
Position I.D. 9500250
Shakman Exempt

Characteristics of the Position

General Overview

Directs all staff and activities relating to the department of Budget and Management Services and that agency's role in the formulation and presentation of the Annual Appropriation Bill for the County. Confers with the President of the County Board relative to developing the annual Executive Budget Recommendations, preparing budgetary amendments, managing the annual budgetary process and all that it entails, and monitoring and projecting budgetary accounts. Advises and informs the President, Chief Financial Officer, Chief of Staff, Chairman of Finance Committee, and County Board as required, in all matters pertaining to the above.

Key Responsibilities and Duties

Confers and consults with the aforementioned County officials and others as deemed necessary, in matters pertaining to the formulation and development, presentation and explanation, and implementation of the County's Annual Appropriation Bill.

Assists and advises the President and other designated officials in confidential deliberations and formulation of policy as pertains to the County budget.

Plans, assigns and directs the work of the Budget and Management Services Department staff, including professional and office clerical staff.

Directs the preparation of the Budget calendar and initiates instructions for the preparation of budget estimates and documents.

Compiles performance data through analysis of costs of operation programs in relation to services performed in previous fiscal years.

Directs the preparation of regular and special budget reports as required by law or requested by the President, Chief Financial Officer, or other appropriate Officials.

Periodically reviews operating budgets to analyze trends in relation to the overall fiscal requirements of the County.

Receives and compiles, following established format, all requests for changes in both personal and impersonal services on the part of individual departments for the coming fiscal year.

Confers with department heads and the Chairman of Finance Committee concerning anticipated expenses and the appropriation required to meet department needs.

Knowledge, Skills and Abilities

Thorough knowledge of the structure of Cook County Government including organization, administration and functions of the various departments, boards, commissions and committees.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in or skill pertaining to all aspects of formulation a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skill in the management of other professionals engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in the administration, analysis and review of budgetary, revenue or other financial resources; **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree.

Five (5) years' experience analysis and review of budgetary, revenue or other financial resources.

Prior supervisory or managerial work experience.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.