Job Announcement

RECOVERY TEAM PROGRAM MANAGER

City of Chicago Office of Budget and Management (OBM)

Office of Budget and Overview

The Office of Budget and Management (OBM) is responsible for preparing and executing the City's $16.4 billion (FY2023) annual budget and evaluating the efficiency and efficacy of all City operations by driving management initiatives that both improve the City's fiscal condition and increase taxpayer value.

ROLE OF THE RECOVERY TEAM PROGRAM MANAGER

The Office of Budget and Management is seeking a dynamic and experienced individual to join our team as a Recovery Team Program Manager. In this role, you will support the successful administration of a portfolio of projects, with a focus on grant compliance and fiscal monitoring of the programs. This position will serve as a liaison between the budget office and departments that manage the programs within the assigned portfolio of programs. The ideal candidate has a background in grants management, fiscal monitoring, and project management.

ESSENTIAL DUTIES

- Oversees one or more areas related to ARP within a City department such as budgeting and performance monitoring
- Serves as a liaison to the ARPA Project Management Office, responsible for assisting with the implementation of strategic planning, operations, communications, compliance, procurement, performance measurements and reporting guidance related to projects funding by ARP and other local and federal funding sources
- Develops departmental policies to ensure seamless coordination within the overall ARP effort
- Manages multiple aspects of assigned areas to ensure goals and timelines are met and ensures confidentiality regarding programs under development
- Oversees the related administrative functions such as budget, project metrics, schedule, and milestones
- Serves as expert advisor in specific areas such as performance management, training, process improvement, of fiscal management
- Provides support in terms of project plan design, steps, and monitoring
- Compiles and analyzes data and information and drafts recommendations for department executive leadership and stakeholders
- Prepares project status, recommendations, and ad hoc reports for department leadership
- Performs 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.

QUALIFICATIONS

Education, Training, and Experience

- Graduation from an accredited college or university with a Bachelor's degree in General Management, Business/Public Administration, or related field, and
- A minimum of two (2) years of experience working in project management

OR

- An equivalent combination of education, training and experience

Salary Range: **$103,512 - $108,792**

Office of Budget and Management
121 N. LaSalle St., 6th floor
Chicago, IL, 60602

THIS POSITION IS A SHAKMAN EXEMPT POSITION

Interested candidates should send their resume and cover letter to Kevin Murphy, Managing Deputy Budget Director at Kevin.Murphy@cityofchicago.org. Please submit the following materials:

- Cover letter that explains your interest in and suitability for the position
- Resume

Applications will be accepted until the position is filled.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources at 312-744-4976 or disabilityaccommodations@cityofchicago.org. Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Opportunity and Military Friendly Employer

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.