



DIRECTOR OF BUDGET AND FINANCE

Department:	Assessor	Job Code:	8983
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Director of Budget and Finance is responsible for directing, leading and coordinating the overall management of the purchasing, budget and procurement functions of the Assessor's Office. The Director of Budget and Finance consults with and advises the Chief Deputy Assessor relative to the development, promulgation and implementation of the policies and practices affecting procurement, budgeting and purchasing, consistent with Cook County rules and procedures. The Director of Budget and Finance provides direction and leadership to the office in budgetary planning, working with the Department of Human Resources and each Deputy to review each Departments' requests and proposals for hiring and non-personnel resources. The Director of Budget and Finance also oversees the collection, reporting, and forecasting of all revenue collected by the CCAO.

The Director of Budget and Finance ensures that all budgeting and purchasing activities and results are consistent with the CCAO's mission, goals, and objectives, as well as budgeting and purchasing laws, rules, regulations, and policies. The Director Budget and Finance's duties include direct oversight of the Finance and Purchasing division's employees' work performance, assignment of work, ensuring proper workflow, addressing and resolving employee concerns and questions, issuing performance evaluations and initiating disciplinary action. Finally, the Director of Budget and Finance manages the relationships between the CCAO and our partners in Cook County regarding budgeting and procurement, including but not limited to, the Department of Budget and Management Services (DBMS), the Office of the Chief Procurement Officer (OCPO), and the Office of the Comptroller.

Essential Job Duties

- Works with Deputy Assessors and plans the CCAO's annual budget and purchasing requirements to ensure that the CCAO meets its strategic goals.
- Develops, promulgates, and implements the policies and practices of the CCAO affecting procurement after consulting with and advising the Chief Deputy Assessor.
- Confers with DCMS, OCPO, and Office of the Comptroller regarding wage and salary administration and the formulation and development of the CCAO's budget, along with

CCAO's Department of Human Resources.

- Supervises the CCAO's purchasing, approves requisitions and invoices for payment and resolves any issues that may arise.
- Recommends and implements organizational administrative changes aimed at achieving an optimum level of operating efficiency, reduction of duplication of services and consolidation of resources.
- Assumes primary responsibility for the timely and efficient execution of the annual budgetary process and ongoing contract and procurement needs.
- Represents the CCAO at Cook County Board Meetings regarding budgetary and procurement matters.
- Consults with and advises the Chief Deputy Assessor regarding policies affecting the CCAO's annual budget.
- Prepares regular and special budget reports as required by the Cook County Board, DBMS, or other appropriate officials.
- Supervises the Finance and Purchasing Division's employees.
- Conducts performance evaluations of subordinate staff.
- Ensures staff productivity and professional development, promotes good morale, and establishes performance measures of reporting staff.
- Assists in effectively communicating job responsibilities to staff and provides instruction and training relative to staff job duties and assignments.
- Helps administer and provide instruction to staff regarding CCAO budgetary policies and procedures.
- Reviews activities of the staff and approves payroll and leave requests for employees in the Finance and Purchasing Division.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to 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.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Five years of full-time work experience in operations, project management, accounting/budgeting, payroll or purchasing capacity in the public or private sector.
- One (1) year of full-time work experience managing or supervising employees.

OR

- Current employee with at least one year of full-time experience as an employee of the CCAO.

- Bachelor's degree from an accredited college or university.
- Three (3) years of full-time work experience in operations, project management, accounting/budgeting, payroll or purchasing capacity in the public or private sector.
- One (1) year of full-time work experience managing or supervising employees.

Knowledge, Skills, and Abilities

- Knowledge of CCAO procedures related to operations, functions, activities, or the ability to gain such knowledge.
- Knowledge of the Assessor's Office procedures, policies, practices and guidelines or the ability to gain such knowledge.
- Ability to converse knowledgeably and communicate effectively orally and in writing and address complex issues regarding the budgeting and purchasing functions of the Office.
- Ability to work with others; excellent interpersonal skills in dealing with co-workers and staff.
- Ability to manage projects with cross-functional teams to create operational efficiencies.
- Demonstrates ability to handle confidential and sensitive issues; effectively communicate, inform and advise upper management on confidential and operational matters.
- Possess good organizational skills and ability to prioritize tasks.
- Extensive knowledge of purchasing methods and procedures including techniques of specification writing, purchase regulations, and procedures for archiving procurement records.
- Judgment and adaptability in making routine and emergency decisions, in originating new ideas, procedures and techniques.
- Knowledge of the county's budgetary rules and policies and purchasing rules and regulations.
- Working knowledge of CCAO Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and buildings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: December 20, 2022