

PROPOSED DUTIES STATEMENT

Deputy Director (IBO)

As deputy director of the Independent Budget Office (IBO), serves as chief strategy officer, overseeing and directing all research and publications to further the agency's mission.

Provides executive direction to IBO divisions and serves on the agency's senior management team.

Works closely with the Director to develop strategies and priorities for all agency work, to develop and design research initiatives and publication targets, and to modify the delivery of IBO work products in order to meet agency targets.

Represents the agency at press conferences, community meetings, legislative hearings, and other public meetings; initiates complex action entailing the coordination of multiple agency divisions, governmental agencies, and community groups.

Performs related duties at the request of the Director.