

CHIEF FINANCIAL OFFICER (IBO)

Duties and Responsibilities

This is a management class of positions. All incumbents perform related work.

Under executive direction, with full latitude for independent initiative and decision, exercises policy and administrative responsibility for all aspects of the agency's operating budget.

Examples of Typical Tasks

Leads the development of strategies to achieve long-term fiscal stability, accountability, and transparency while addressing the agency's operational needs.

Directly provides leadership, direction, and management of the agency's work in the areas of fiscal management, budget development and compliance.

Participates in the formulation and implementation of policies and procedures used in the assessment of the agency's budget and programs.

Provides strategic recommendations, and long-term business and financial planning to the Director and members of the executive management team.

Oversees the research process and the formulation, drafting and preparation of IBO's budget review work products.

Directs the work of the professional staff of IBO's Budget Review unit, including setting goals, objectives and priorities, and allocating resources, including personnel, for the effective operations and service delivery by the unit.

Under executive direction, interviews and selects candidates for staff positions within the Budget Review unit, and conducts performance evaluations of assigned staff.

CHIEF FINANCIAL OFFICER (IBO) (continued)

Qualification Requirements

1. A graduate degree in economics, public policy, finance, business or a related field, and three years of satisfactory, full-time experience of a nature to qualify for the duties of the position, including at least two years of satisfactory full-time professional experience:
 - a. working in public agency budget administration, accounting, economic or financial administration, economic planning, fiscal or economic research, labor market research, management or methods analysis, operations research, organizational research or program evaluation; and
 - b. conducting quantitative analyses using statistical and research methodologies to analyze large datasets.

At least 18 months of this experience must have been in an administrative, managerial, or executive capacity or supervising personnel performing activities related to the duties of the position.

2. Education and/or experience which is equivalent to “1” above. However, all candidates must possess at least 18 months of administrative, managerial, executive, or supervisory experience as described in “1” above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.