

CAPITAL BUDGET MANAGER

The Capital Budget Manager performs the following duties:

- Work with Office leadership and under the direction of the Director of Debt and Capital to implement a capital program for the State of Illinois that meets the fiscal and policy goals of the Office.
- Produce the Governor's capital budget book and capital appropriation and bond authorization bills.
- Develop a detailed understanding of and make recommendations regarding agencies' capital requests and expenditures.
- Develop and maintain capital databases and systems including spending tracking and projections and debt impact analyses.
- Supervise analysts whose assigned agencies include capital spending.
- Work closely with financial analysts on issuance of bonds and monitoring the spending of bond proceeds.
- Together with financial analysts and contractors' advice, recognize and analyze federal tax and state law issues relating to capital spending.
- Analyze the proper use of pay-go or bonded funds on capital spending and project the short-term and long-term levels of capital spending by fund by all agencies.
- Conduct independent analyses and work closely with the Capital Development Board and other agencies with respect to capital spending.
 - Analyze the budget of the Capital Development Board and other state agency budgets or capital portions of those budgets as assigned.
 - Perform fiscal, statistical, and other studies and analyzing key aspects of agency capital budgets, such as organizational staffing or grant-making activities.
 - Analyze, scope and cost out capital projects.
- Analyze the sources and uses of various state and federal capital funds and make recommendations on new capital revenues if requested;
- Make recommendations and provide technical assistance on assigned agencies and capital budget levels for all agencies and programs, taking into account administration priorities, availability of resources, and impact on programs;
- Assist in negotiating budget and programmatic capital issues, which may include reviewing, researching, and recommending alternative strategies;
- Monitor capital-related appropriation bills and amendments, including attending committee hearings and preparing written summaries and analysis of the issues raised;
- Provide written comments on the fiscal and programmatic implications of capital-related legislation pending before the General Assembly to make recommendations for gubernatorial action;
- Prepare summaries and analyses of capital-related appropriation and budget implementation bills as passed by the General Assembly and assist in preparing veto messages as appropriate; and
- Prepare and deliver written and oral presentations when necessary.

EDUCATION AND EXPERIENCE: A Master's degree in Public Administration, Business Administration, Economics, Finance, Accountancy, Computer Science, Engineering or Public Policy is desirable. Progressively responsible work experience in capital budgeting, finance or a related field is important. Candidates must be proficient in Microsoft Office Products such as Word, Excel, and PowerPoint, and in Microsoft Access.

The ideal candidate will possess the following skills and interests:

- A commitment to public sector involvement and to public policy issues, and an understanding of or willingness to learn the policy and budget-making process;

Governor's Office Of Management And Budget – Job Description

- Ability to conduct sound and detailed analyses from programmatic and fiscal perspectives;
- Ability to lead staff and to structure and manage complex assignments and projects;
- Understanding of and proficiency working with capital databases is critical;
- Ability to work in a high-paced, fluid environment, providing accurate information frequently on very short timelines, and to handle multiple tasks and projects;
- Ability to interact well with agency representatives, constituents, and legislative and Governor's Office staff;
- Strong written, verbal and graphic communications skills;
- Pro-active approach to work, to develop appropriate areas for analysis, identify problems before they form, or offer solutions.

WORK LOCATION: GOMB Office located in Springfield, Illinois.

SALARY/COMPENSATION AND POSITION CLASSIFICATION

Salary and position classification will be determined based on the level of experience when a job offer is made.

Submit resumes by mail, fax, or e-mail.

E-mail: jobs.omb@illinois.gov

Attention Personnel:

603 Stratton Building
Springfield, IL 62706

Fax: 217-524-4876

NON DISCRIMINATION POLICY

Equal employment opportunity is the policy of the GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientation, national origin, disability, marital status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring, promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.