



Deputy of Finance and Administration

Position Profile

Chicago, IL (hybrid)



Chicago Metropolitan
Agency for Planning



The opportunity

This is an exciting opportunity to work for the comprehensive planning organization in the third-largest metropolitan area in the country, and help improve public policies for the 7 counties and 284 communities in northeastern Illinois. The Chicago Metropolitan Agency for Planning (CMAP) developed and is implementing ON TO 2050, northeastern Illinois' long-range comprehensive plan. The plan identifies three overarching principles — inclusive growth, resilience, and prioritized investment — that inform all ON TO 2050 recommendations and the agency's work.

Our vision

An inclusive and thriving region.

Our mission

To serve the people of the region by driving innovation, fostering shared action, and advancing toward a common vision.

Our core values



Serve with passion. We are passionate about serving the people of metropolitan Chicago. We build public trust by being good stewards of public resources and proactively sharing information.



Pursue equity. We are guided by the principle that everyone has a right to opportunity and a high quality of life. We work to realize equity for all.



Foster collaboration. We believe inclusion and collaboration strengthen our work. We seek out the voices of those who often go unheard or face barriers to public participation.



Lead with excellence. We lead on issues that advance the region. We believe in the power of data and the story it tells. We identify and share solutions and inspire others to adapt them for their communities.



Drive innovation. We are driven by the desire to find more efficient methods to achieve the most impact. We do this by seeking new solutions to old problems, taking calculated risks, and daring to try them

Our commitment to diversity, equity, and inclusion

CMAP's Diversity, Equity, and Inclusion (DEI) Roadmap outlines our commitment to DEI within our agency and throughout our work in the region. The Roadmap is a framework for implementing equity-informed policies and programs, tracking our progress, and achieving measurable results.

The DEI Roadmap identifies three strategic focus areas: create and maintain fair and equitable hiring practices, foster an inclusive and welcoming workplace, and empower employees to effectively communicate with diverse communities. Implementation of the Roadmap is a collective and ongoing endeavor that requires collaboration across the agency. Each person at CMAP offers a unique background and skillset that can contribute to our shared vision of an equitable workplace and region.

The Deputy of Finance and Administration will drive innovation and enhance operations to advance CMAP's DEI goals. The Deputy will embed equity into the core functions and responsibilities of the division, including but not limited to compensation, personnel training, policy administration, vendor selection, purchasing, and accessibility.



Position overview

The Deputy of Finance and Administration will provide leadership, strategic direction, and oversight of CMAP's internal operations and administrative services, including finance and accounting, facilities, human resources, information technology, and procurement. Serving as a member of the executive team under the direction of the deputy executive director, the Deputy will develop and implement strategic processes to improve the effectiveness and efficiency of these essential internal functions.

About you

You are a collaborative leader and strategic thinker with demonstrated expertise managing internal operations. You have a passion for public service and a commitment to creating an inclusive and thriving region for the 8.6 million people of northeastern Illinois. You welcome the opportunity to address complex challenges, demonstrate your technical capabilities, and enjoy engaging a variety of stakeholders.

Ideally, your skills, knowledge, and experience align with the following areas:



Leadership

You have strong organizational leadership, management, team building, and communication skills.

You have excellent interpersonal skills. You are committed to fostering the career development of your team members.

You have proven success working with diverse teams, constituencies, and stakeholders.



Finance and administration

You have experience evaluating complex financial systems and efficiently formulating accounting methods, procedures, forms, and records.

You have strong contract negotiation and management experience.

You are knowledgeable about local, state, and federal procurement requirements.

You have experience managing technology contracts, including infrastructure, hardware, systems, and applications, and applicable uses in driving operational performance.

You have experience overseeing and coordinating the work of operations or administrative teams, especially those with highly technical and/or specialized functions.



Strategy and innovation

You have experience applying creative problem-solving skills to assess difficult or unexpected challenges and identify solutions.

You have experience analyzing data, developing key performance indicators, and presenting recommendations for improvement.

The Deputy of Finance and Administration is responsible for the following essential functions and activities:



Leadership

- Leads a team of 11 full-time staff and 6 contractors; manages 3 direct reports (human resources, finance, and IT directors)
- Actively coaches assigned team members and supports their continuous growth
- Recruits and selects department personnel
- Assigns, directs, and coordinates the work of staff
- Evaluates staff performance and rewards, disciplines, coaches, and counsels staff
- Develops staff schedules; and recommends promotions, demotions, suspensions, and terminations



Finance and administration

Budget

- Identifies critical budget needs, develops business cases for the budget, and prepares cost estimates to support budget appropriation
- Manages appropriate expenditures for timely completed work and services rendered
- Monitors revenue and expenditure trends and audit/internal controls activities

Accounting

- Oversees all accounting functions, including accounts payable and receivable, purchasing, grant and financial, payroll and benefits processing, and contract administration

Procurement

- Oversees the agency's procurement activities to ensure that all goods and services are procured in accordance with state and federal procurement law and applicable funding sources and grants
- Manages the agency's Enterprise Resource Planning (ERP) system
- Manages the agency's IT services contract, as well as the agency's technology infrastructure and systems

Administrative services

- Supervises facilities coordinator and manages facilities projects, including office safety, emergency preparedness, and accessibility. Coordinates with building management
- Supports human resources director with select HR objectives as they intersect with core finance functions, including payroll, tax reporting, and HRIS administration



Strategy and innovation

- Drives the development and implementation of strategic technology and security plans
- Provides leadership, direction, and guidance in financial strategies, policies and procedures that promote accuracy, effective internal controls, safe investments, and efficient use of agency resources
- Oversees the division's budget and drives strategic process improvements for each internal function within the division
- Develops and executes strategic messaging for areas of oversight to internal and external audiences (managers, employees, and board and committee members)
- Evaluates and analyzes financial trends and develops solutions to challenges
- Supports the development of financial reports, correspondence, and required reporting
- Manages implementation of the agency's budget and workplan to ensure financial health and the availability of funding to meet the operational and strategic objectives of the agency

The ideal candidate will have the following education and experience, or an equivalent amount of training, education, and experience:

- At minimum, bachelor's degree is required; master's degree preferred, ideally with coursework in accounting, business, finance, public administration, or related field
- Minimum of 12 years of experience managing accounting, business, public administration, or public sector finance and operations management at a public agency, private firm, or civic organization
- Minimum of five years of successful management experience of professional and managerial employees
- Valid driver's license

8.6
million residents

284
communities

7
counties

1
regional plan

3rd
largest metropolitan
area in the U.S.

3,123,330
total
households

Working conditions

- Hybrid work environment
- Prolonged periods of concentration and computer use
- Prolonged periods of sitting



Compensation and benefits

Expected salary range is \$143,643 - \$175,963, commensurate with experience. Benefits include:

- Paid time off, including vacation, personal days, sick time, and 13 holidays annually
- Health, vision, dental, and disability insurance
- Reimbursement for gym membership and/or fitness classes
- Professional development opportunities, including reimbursement for tuition, certifications and licenses, conferences and trainings, and association dues, conferences/trainings, and tuition reimbursement
- Parental leave
- Deferred compensation (457 plan)
- Retirement savings plan through Illinois Municipal Retirement Fund (IMRF service credits. may be eligible to transfer)
- Flexible spending accounts
- Employee assistance program

To apply

At CMAP, when we say we serve everyone in the region, we mean everyone. To do that well, we need a workforce that's representative of our diverse region. Accordingly, CMAP is committed to pursuing equity and creating and maintaining a diverse and inclusive workplace. We have and will continue to hire and promote great people from a wide variety of backgrounds because it makes our agency and our work stronger. If you share our values of serving with passion, fostering collaboration, driving innovation, pursuing equity, and leading with excellence — and you share our enthusiasm for building a thriving and inclusive region — we invite you to apply for a position at CMAP.

Submit a cover letter and resume [here](#).

CMAP is pleased to partner with GovHR USA for the search to find a new Deputy of Administration & Finance. For consideration, please submit résumé, cover letter, and contact information for three to five professional or supervisory references. Application instructions can be found on the GovHR USA career center.

CMAP is an Equal Opportunity Employer that recruits and hires qualified candidates without regard to race, religion, sex, sexual orientation, gender identity, age, national origin, ancestry, citizenship, disability, or veteran status.

About CMAP

CMAP is northeastern Illinois' comprehensive planning organization. The agency and its partners developed and are implementing ON TO 2050, a long-range plan to help the 7 counties and 284 communities of our region address transportation, equity, the environment, and other quality-of-life issues. Visit cmap.illinois.gov for more information.