

CHAMPAIGN COUNTY, ILLINOIS **BUDGET DIRECTOR**



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CHAMPAIGN COUNTY, ILLINOIS

BUDGET DIRECTOR

GovHR USA, LLC is pleased to announce the recruitment and selection process for the Budget Director of Champaign County, Illinois. This is an opportunity to join a well-managed, financially stable organization in the heart of the state and home to the University of Illinois. This brochure provides background information on Champaign Co. as well as the qualifications for the Budget Director's position. Additional information about Champaign Co. can be found on the County's website: <https://www.champaigncountyil.gov>.

Candidates interested in applying for the position should immediately submit their résumé and cover letter, along with contact information for five (5) work-related references, at www.GovHRUSA.com. Position is open until filled with first review of applications on August 18, 2023. Questions regarding this opportunity should be directed to the Executive Recruiter working with Champaign Co.:

GovHR USA

Maureen Barry, Senior Vice President

Direct: 847-380-3240, x116



THE COUNTY

Champaign County (pop. 206,542) is in the heart of the state, located in East Central Illinois, centered between Chicago, Indianapolis and St. Louis. Home to the University of Illinois, residents will find a community with the best of both worlds: active urban living paired with easygoing affordability.

Since 1833, when Champaign County was founded, it has been a welcoming guidepost on the Illinois prairie. In the 1850s, it was a stopping point for a young lawyer named Abraham Lincoln, who frequently visited friends in Champaign and Urbana as he traveled the circuit from Springfield for the Eighth Judicial District.

Throughout the years, Champaign County has continued to be both a destination and a stopping point. As home to the world-renowned [University of Illinois](#), our community has attracted scientists and senators, teachers and trades people, Nobel Prize winners, and many other notables. Many stay for a lifetime, enriching the community; some receive or contribute to world-class teaching before moving on to influence different communities. Regardless of the amount of time people spend here, they help develop a unique relationship between this region and the rest of the world. While many of our residents will not receive world accolades, they are the fiber of our community and the primary reason Champaign County is a great place to call home.



BY THE NUMBERS*

Land size: **998** square miles

Population estimate (2022): **206,542**

Households (2017-2021): **81,835**

Median Household Income **\$56,939**
(2017-2021, in 2021 dollars)

Median Value of Owner-Occupied **\$170,600**
Housing Units (2017-2021)

Bachelor's degree or higher **45.5%**
percent of persons age 25 years+,
2017-2021

Source: U.S. Census Bureau



BY THE NUMBERS

13 municipalities located within Champaign County

Total Budget: **\$226M** in expenditures, with a capital budget of **\$67M** in this fiscal year including ARPA funded projects

846 full-time equivalent (FTE) employees

'Aa1' credit rating from Moody's

THE COUNTY GOVERNMENT

The county serves an estimated population of 210,000. County services include general government, justice and public safety, health, education, social services, development and highways and bridges. The Champaign County Board is the legislative arm of County Government. The Board consists of 22 board members, 2 from each of the 11 districts. The board members elect a chairman for a two-year term from among the members. The first elected County Executive was sworn in in 2018 and is responsible for the administration of the County's business, similar to the Mayor at the city level or the Governor at the state level.

The Executive supervises all county activities that do not fall under the responsibility of another elected county official, including Administrative Services, the Budget Director's department. The County's Fiscal Year 2023 consolidated budget anticipates revenues of \$157M and expenditures of \$226M, with a \$67.5M capital budget that includes two major facility projects. The FY2023 Budget includes fifty-six funds, with each fund containing at least one department budget. County services are currently provided by a staff of 846 FTEs.

The County is using bond proceeds and American Rescue Plan Act funding received in prior fiscal years to support some of its capital investments. Total outstanding debt at the end of Fiscal Year 2023 is \$43.7M. Moody's Investors Service upgraded the County's underlying credit rating to 'Aa1' from 'Aa2' in November 2022, citing its "strong financial position and role as a regional economic center derived from the institutional presence of the University of Illinois (Aa3 stable)".

See documents on the County's website for more information on the County's current and past [budgets](#) and [annual financial statements](#).

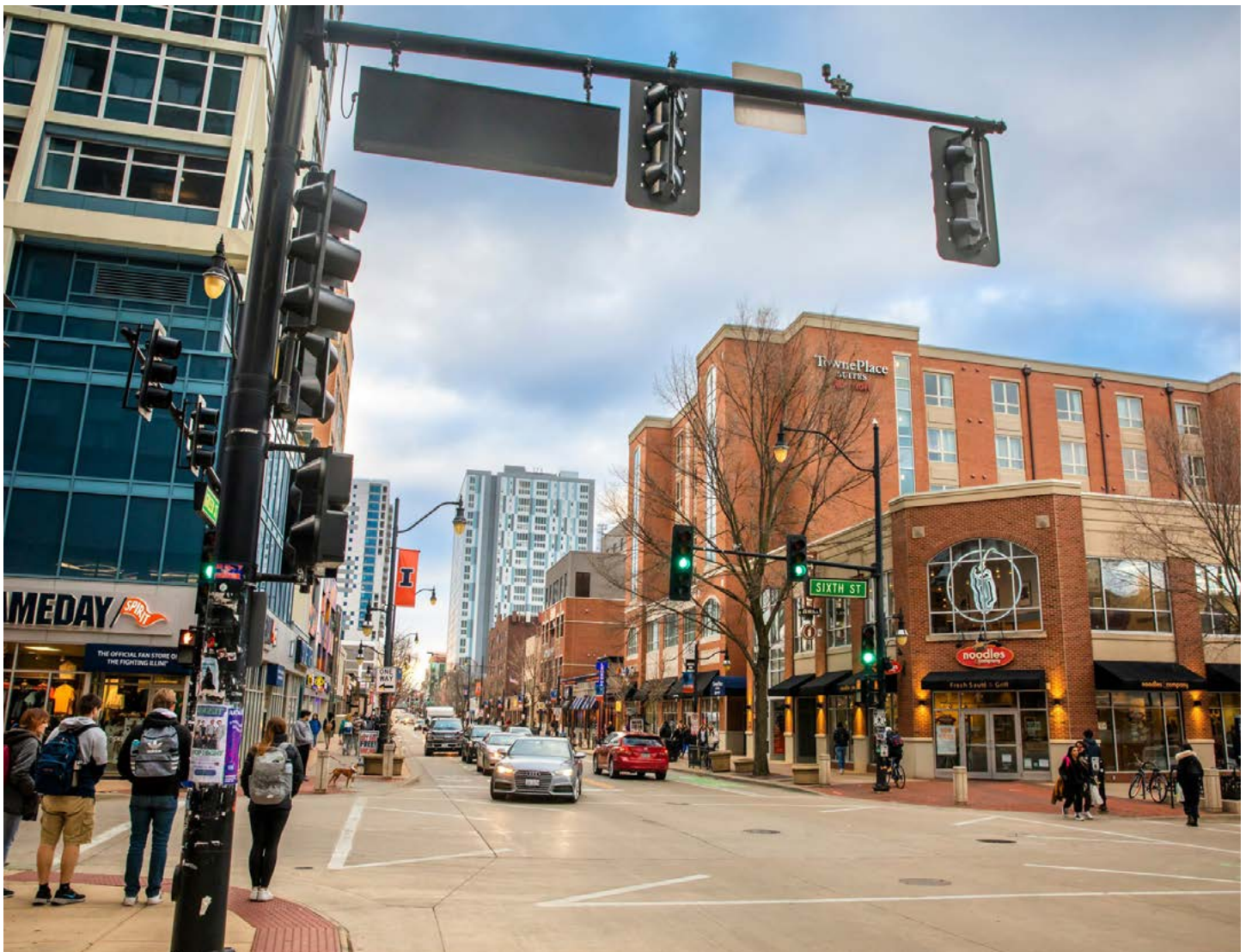


THE POSITION IN BRIEF

Under the direction of the elected County Executive, the Budget Director manages all areas of budgeting, purchasing, and risk management for Champaign County, and also develops and administers County fiscal policies, programs, and goals. The Budget Director supervises and is assisted by one full-time Financial Specialist.

As a critical member of the Administrative Services Department, the Budget Director oversees the County's annual calendar year budget. The position reports directly to the County Executive, who is directly elected by voters in the county every four years. Along with the County's Auditor, Treasurer/Collector, and Assessment Offices, the Budget Director assists in the management of the fiscal affairs of the County. The Budget Director and the Administrative Services Department provide accountability and oversight for the County budget and supports financial decision-making by the County Board Members, County Executive, other County officials, and County Departments.

Responsibilities managed by the Department include Human Resources Services for all county employees, Risk Management, Purchasing Services, and Administrative Support Services to the Champaign County Board. This includes, but is not limited to: maintenance of all County Board files and lists of appointments; preparation of calendar and agenda for scheduled County Board meetings; recording and transcribing minutes at County Board committee meetings; scheduling hearings for public aid recipients; administration of health, liability, unemployment and worker's compensation insurance; preparation of the County's annual budget; and under the direction of the County Executive serves as the Personnel Office for Champaign County which includes the development and implementation of the Champaign County Salary Administration Program.





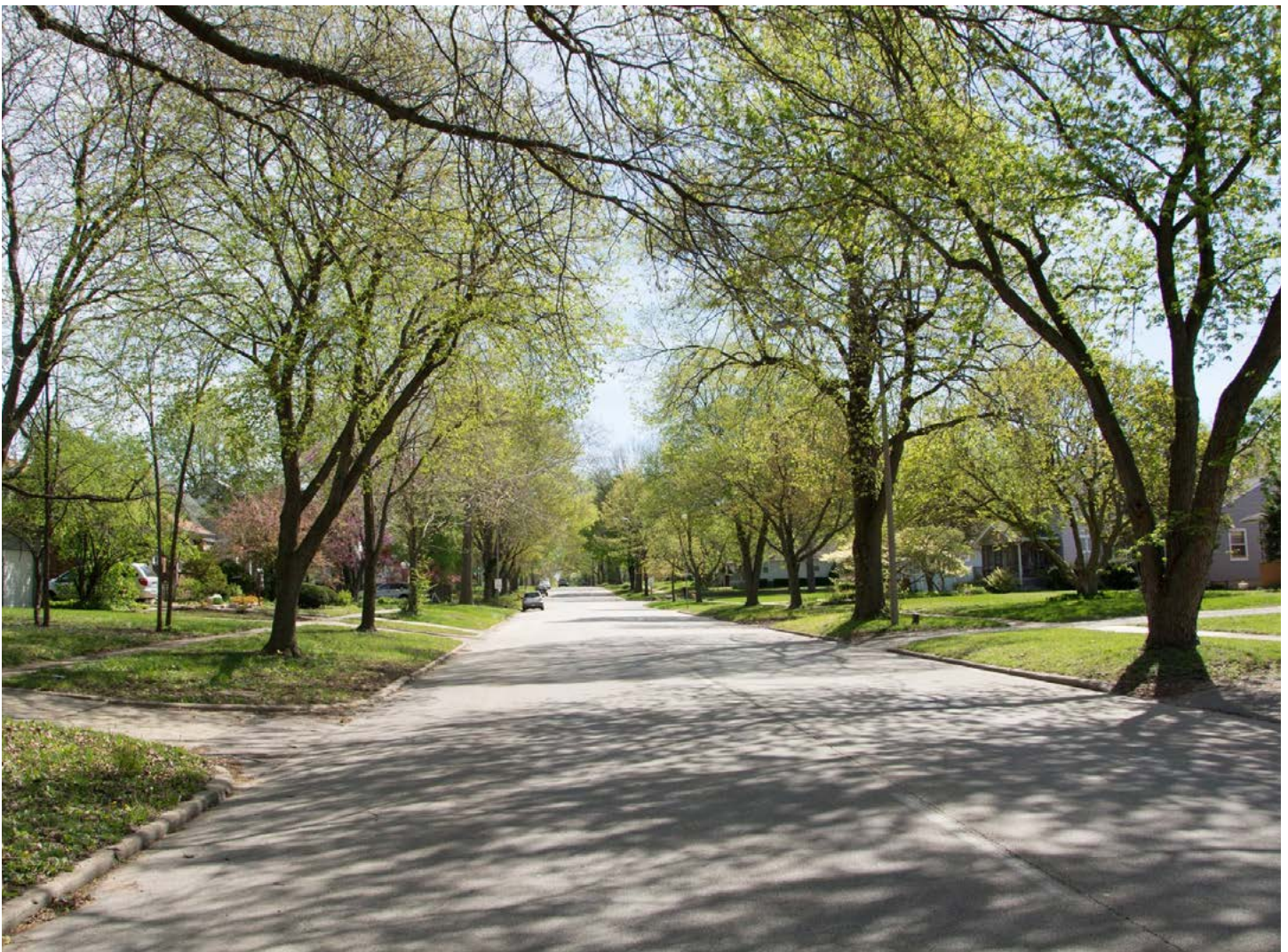
PRIMARY POSITION RESPONSIBILITIES

- Plans, coordinates, develops and prepares the annual county budget to be adopted and approved by the County Board; including submittal for the GFOA Distinguished Budget Award.
- Prepares the annual tax levy ordinance and abatement resolution ensuring compliance with truth in taxation laws.
- Responsible for long-range financial planning and reporting, financial policies, debt administration, financial analysis and assessment of county operations and functions, and development of strategies for funding prioritization.
- Oversight of the County's risk management funding and self-funded insurance operations and assists in the development & implementation of policies and guidelines to provide for appropriate protection of the County and its property from loss, damage, liability, and other risks.
- Under the direction of the County Executive, manages the Capital Asset Replacement Fund and assists with oversight, management and budgeting for capital, facility, technology, and strategic plans.
- Serves as management member representative in labor negotiations to represent the County Executive and provides financial input regarding collective bargaining agreements (currently FOP and AFSCME).
- Collaborates with the Auditor's Office to oversee the procurement process, including purchasing policy implementation, preparation and implementation of RFP processes when required by the County Board; and assisting with department specific RFPs.
- Provides financial administration for countywide grant awards and advises departments regarding financial administration of department specific grants.
- Provides assistance to the County Executive in management of projects identified by the County Board for implementation, including negotiation of contracts and enforcement of provisions of contracts and agreements.

KEY PROJECTS AND CHALLENGES

The new Director will continue to build upon a secure budgetary foundation. There are some challenges posed by upcoming projects that offer exciting opportunities.

- **Budget Reporting & Forecasting** – Champaign Co. is financially stable, with a 'Aa1' bond rating, and has worked hard to provide exemplary services to residents and businesses, while keeping expenditures down and stabilizing the property tax rate. The next Budget Director will work closely with the County Executive, Auditor, Treasurer/Collector, and Assessment Offices to improve the budgetary and financial reporting materials provided to the County Board to allow them to better consider policy consequences, long term trends, and impacts of decisions to assist in their efforts to govern effectively.
- **County Facilities Funding** – In 2023 the County will continue some major capital building and renovation projects on County properties. The Budget Director will have a lead role in monitoring and accounting expenditures on these projects, including the blending of both bond and capital fund dollars.
- **Modernization of Financial Technology Systems** – As technology continues to be at the forefront in many organizations, the next Director will assist in leading the County's efforts to continue modernizing and streamlining its financial information technology. The County implemented a new ERP system last year and is continuing its efforts to achieve full utilization of the system.
- **Strategic Planning for Allocation of Federal Funds** – The County is using bond proceeds and American Rescue Plan Act (ARPA) funding received in prior fiscal years to support some of its capital investments. In the ARPA Fund, the County is budgeting \$22.1 million in FY2023 which is the majority of its remaining ARPA funding received in the prior two fiscal years.



POSITION REQUIREMENTS

The next Budget Director will be a dependable, detail-oriented, local government professional. The successful candidate will have:

- Minimum of a four-year degree from an accredited college or university in finance, public or business administration or a closely related field, preferably supplemented by a master's degree in public or business administration or CPA/CPFO; with responsible public sector or private sector management employment experience of five or more years, or any equivalent combination of education and experience that would provide the above-noted knowledge, skills, and abilities.
- Knowledge of modern governmental programs including accounting, budget, finance, purchasing, risk management, information systems and facilities management.
- Ability to establish and maintain effective working relationships with the Champaign County Board, county elected and appointed officials, county employees, labor unions, and representatives of government agencies.
- Experience working in a government entity preferred.



THE IDEAL CANDIDATE

- Strong understanding of modern budgeting practices including preparation of an annual budget.
- Demonstrated support for and consultation with a leadership team on budgetary matters; the ability to develop financial and cost analyses to support sound decision-making.
- Have a strong interest and ability to be a member of a team and supervise employees, creating an environment of trust, integrity, and mentorship where employees respect one another and where the Department consistently functions with a high level of customer service.
- Have a demonstrated ability to provide strategic leadership, develop forecasting tools, and prepare long-range financial projections.
- Have proven verbal communication and listening skills, both one-on-one and in group settings, treating everyone in a professional and respectful manner.
- Be technologically savvy and have a demonstrated record of understanding and utilizing technology systems and procedures to monitor and measure departmental productivity and provide timely information. Possess proficiency in Microsoft Word, PowerPoint and Excel and general working knowledge of enterprise resource planning (ERP) systems.
- Experience in working and collaborating on employee benefits issues and Labor-Management committees (FOP and AFSCME).
- Possess strong presentation experience and have excellent writing and interpersonal skills.



COMPENSATION AND BENEFITS

The anticipated salary range is \$100,000 - \$150,000 depending on qualifications. Residency is not required. The County offers a competitive benefits package, including membership in the Illinois Municipal Retirement Fund (IMRF), optional 457 deferred compensation plans, and a comprehensive health insurance plan. Flexible work schedules will be considered.

HOW TO APPLY

Apply online immediately at www.govhrusa.com with a resume, cover letter and contact information for five professional references. Position is open until filled with first review of applications on August 18, 2023. Confidential inquiries are encouraged and should be directed to Maureen Barry, Senior Vice President, GovHR USA at 847-380-3240, x116.

Champaign Co. embraces diversity in our community as well as our workforce and is an Equal Opportunity Employer.

