

## FINANCIAL PLANNING ANALYST

### JOB ANNOUNCEMENT

#### DEPARTMENT OF PLANNING AND DEVELOPMENT

Bureau of Economic Development

#### Number of Positions: 1

Under direction, performs financial planning and economic analyses for commercial, industrial, and residential private development projects that require the use of public funds, and performs related duties as required

Under direction, performs monitoring, compliance, and financial analysis for Tax Increment Financing (TIF) projects, prepares amortization schedules and calculates promissory note payments, monitors TIF district performance, ensures accountability with redevelopment agreements (RDA), designates or amends TIF districts, underwriting, and manages associated community and legislative processes.

#### ESSENTIAL DUTIES

- Monitors activities of on-going development projects by reviewing financial documents and approving payments for eligible costs to ensure public funds are properly expended
- Reviews requests for TIF note payments, performs payment calculations, analyzes Cook County PIN data and confirms compliance with existing redevelopment agreement terms and conditions
- Provides recommendations to resolve projects with compliance issues, and works to ensure projects achieve resolution
- Performs financial analysis of proposed development projects by reviewing applications and evaluating the fiscal feasibility of projects, the amount of public funds required, and the economic benefits to the public sector
- Makes recommendations regarding the City's participation in private development projects to stimulate investment in designated areas
- Manages the technical process of establishing a tax increment financial (TIF) redevelopment area or district by ensuring the preparation of required consultant reports and by preparing documents for use by advisory review boards
- Negotiates redevelopment agreements detailing the terms of the project, including the financing mechanism for the City's payment of eligible costs
- Meets with community and local elected officials to explain proposed redevelopment projects and/or designations in their communities and obtain their support. Meetings may occasionally take place in the evening or on a weekend
- Represents the department at various public hearings, special task forces, or other committee meetings to give presentations and explain and discuss financial planning, development projects, and designations, as required

- Collaborates with other sections of the department to conduct various reviews (e.g., architectural, construction, compliance) to ensure plans and activities are in accordance with the City's plans and policies

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class*

**Location:** City Hall  
**Address:** 121 N LaSalle St, 10<sup>th</sup> Floor  
**Days:** Monday – Friday  
**Hours:** 8:30 AM – 4:30 PM

**THIS POSITION IS EXEMPT FROM THE CAREER SERVICE**

**Applications must be submitted at: [www.cityofchicago.org/careers](http://www.cityofchicago.org/careers)**

**Application Period: July 17th, 2017 through July 31<sup>st</sup>, 2017**

**Starting Salary: \$73,212.00/year**

**MINIMUM QUALIFICATIONS**

- Graduation from an accredited college or university with a Bachelor's degree in Finance, Business Administration, Accounting, or a directly related field, plus five years of experience in financial analysis, or an equivalent combination of education, training, and experience, provided the minimum degree requirement is met.

**Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.**

**NOTE:** You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable

**NOTE:** To be considered for this position, you must provide information about your educational background and your work experience. **You must include job titles, dates of employment, and specific job duties.** (If you are a current City employee, Acting Up cannot be considered). If you fail to provide this information at the time you submit your application, it will be incomplete and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

**Education & Employment Verification** – Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it related to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diplomas must be accompanied by a Foreign Credential Evaluation. If the

City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

### **SELECTION REQUIREMENTS**

This position requires applicants to complete an interview which will include a skills assessment and/or written exercise as part of the interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position, based on the oral and written parts of the interview will be selected.

#### **Preference will be given to candidates possessing the following:**

- Previous experience evaluating real estate development project financials
- Previous experience reviewing amortization schedules and pro forma in relation to loan underwriting

**VETERANS PREFERENCE NOTE:** The City of Chicago offers Veterans Preference for both current, active military personnel **AND** military personnel who have served in the Armed Forces of the United States and have received an honorable or general discharge. Eligible candidates must have at least six months of active duty documents. In order to receive the veterans preference, candidates need to indicate whether or not they are a veteran by answering “yes” or “no” to the question on the online application that asks, “Are you currently serving on active duty for at least six months in the Armed Forces of the United States **OR** have you served in the Armed Forces of the United States on active duty for at least six months and received an honorable or general discharge?” In addition, you must attach documentation to verify your military service. For veterans, you must attach a copy of your DD214 (Member Copy-4) to your online application which includes character service status **OR** a letter from the United States Veterans Administration on official stationary stating dates of service and character of service. For active military personnel, you must attach a letter from your Commanding Office on official stationary verifying your active duty, length of service, and character of service in the Armed Forces of the United States **AND** a copy of your military ID to your online application. **Failure to answer the question and attach the required documentation will result in you not being considered for the Veterans Preference.**

**Evaluation:** Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at (312) 744-4976 (voice) or (312) 744-5035 (TTY).

Please be prepared to provide information in support of your reasonable accommodation request.

**ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.**

**The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.**

**City of Chicago**  
Rahm Emanuel, Mayor

**Department of Human Resources**  
Soo Choi, Commissioner

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