

JOB ANNOUNCEMENT

FINANCIAL PLANNING ANALYST

City of Chicago - Department of Housing and Economic Development

Under direction, perform financial planning, underwriting and financial analysis of requests for Tax Increment Financing (TIF) assistance, District performance monitoring and compliance, RDA performance monitoring and compliance as well as assisting with TIF Designations and Amendments.

DUTIES

- Perform financial analysis of proposed development projects by reviewing applications and evaluating the financial feasibility of projects, the amount of public funds required, and the economic benefits to the public sector
- Make recommendations regarding the City's participation in private development projects to stimulate investment in designated areas
- Negotiate redevelopment agreements detailing the terms of the project, including the financing mechanism for the City's payment of eligible costs
- Manage the technical process of establishing a tax increment financing (TIF) redevelopment area or district by ensuring the preparation of required consultant reports and by preparing documents for use by advisory review boards
- Monitor activities of ongoing development projects by reviewing financial documents and approving payments for eligible costs to ensure public funds are properly expended
- Review requests for TIF Note payments, confirm payment calculations, and compliance with existing Redevelopment Agreements
- Meet 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.
- Represent 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.
- Coordinate 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
- Review compliance with TIF Redevelopment Agreements requirements.
- Make recommendations regarding the appropriate metrics for evaluating the performance of existing and new TIF Districts.
- Analyzing the reporting documentation provided in relation to TIF Redevelopment Agreement payment requests and creating thresholds for evaluating performance of specific projects.
- Other related duties as assigned

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree in Finance, Public Administration, 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 that the minimum degree requirement is met.

Masters degree in Finance, Urban Planning, Public Administration, or Business Administration preferred

Applications are being accepted now through May 10, 2013 at
www.cityofchicago.org/CAREERS