

Pennsylvania Intergovernmental Cooperation Authority
Deputy Executive Director

Conduct research and analysis independently as well as manage and collaborate with other PICA staff on research and analytical projects. Primary research will include but not be limited to the following: monitoring the City's financial condition and compliance with the Five-Year Financial Plan (FYP); evaluating the annual FYP according to PICA Act criteria; researching key issues affecting City finances and; maintaining the PICA Capital Funds accounts.

Ongoing Monitoring of Key Indicators and Issues. On an ongoing basis, will work and assist in overseeing other PICA Staff to monitor city revenues and expenditures, service and personnel levels, economic indicators, state and federal policy and budget developments, city management and policy initiatives, and issues identified in previous PICA reports.

Assessment of Annual Five-Year Financial Plans. Together with the Board and other PICA Staff, the occupant of this position will participate and assist in overseeing the annual FYP review process. This process will draw upon Staff's ongoing monitoring efforts and other research to identify and evaluate the Plan's key assumptions and projections. Together with other PICA Staff, will gather information from City officials to aid Plan analysis, collaborate with outside experts and the City Controller's Office to assess Plan projections, participate in departmental budget review meetings, and draft the annual PICA report on the FYP.

Focused Research. PICA Issue Papers present in-depth research on policy issues that are within the control of City policy-makers and related to short-or long-term financial stability, program efficiency and effectiveness, or economic competitiveness. The Deputy Director will collaborate with other PICA Staff in conducting issue paper research, editing and writing.

PICA Capital Funds. Maintain a database of currently approved projects and expenditures, liaison with the City to track progress of the completion of PICA funded projects and help identify available funds for reprogramming.

Specialty Research. Assist the Executive Director with specialty research related to management of the PICA Bond portfolio, and other areas as appropriate.

- Manage PICA's outstanding bond portfolio. This role includes monitoring the performance of the entire bond portfolio, managing risks, identifying and analyzing opportunities to reduce costs or risks related to the outstanding PICA bonds.
- Work with state and local legislative bodies to provide information on the City's budget and tax revenues; prepare testimony to be presented before the legislatively bodies; maintain relationships with legislative aides and; report upon current legislative action that impacts City expenditures and revenues.
- Handle accounting and reprogramming of remaining capital funds.

- Organize presentations, meetings and PICA led forums.
- Develop and execute a strategic plan in collaboration with Executive Director, Staff and Board.
- Design materials to communicate PICA issues and research papers; Craft press releases and execute a communications strategy.
- Manage PICA staff and recruitment and hiring of interns.
- Knowledge and experience of Web and social media postings, InDesign, Adobe Pro, Excel, PowerPoint
- Excellent writing and research skills required