

Pennsylvania Intergovernmental Cooperation Authority
Executive Director

The Executive Director of the Authority serves as the Chief Executive Officer. The Executive Director is responsible for:

- Overseeing the fulfillment of the Authority's mission of providing oversight and guidance to the City of Philadelphia in order to foster sound financial practices. This role includes monitoring the City of Philadelphia's revenues, expenditures, programs, management, cash flow, and economy; reviews the assumptions and projections in the city's annual \$20 billion Five-Year Financial Plan; and, authors reports on the city's financial and economic outlook.
- The Executive Director is responsible for ensuring that the Authority meets the goals and expectations of the PICA Board.
- Managing the internal operations of PICA and its \$1.5 million annual operating budget. This role includes preparing the annual budget, administering all PICA professional contracts, managing the PICA Staff, ensuring all PICA financials are properly maintained and audited, and managing the relationship with the PICA trustee.
- Working with the Board and Staff, to assess the appropriateness of potential issue paper topics, based on the importance of the issue, the likelihood of impacting policy, data availability, and staff time. To ensure that issue papers have maximum impact on City policy, the Executive Director will maintain contact with and solicit input from City officials and other researchers, and seek to coordinate PICA's research agenda with that of other organizations.
- Managing government bond portfolio. This role includes monitoring the performance of the entire bond portfolio, managing risk, identifying and analyzing opportunities to reduce costs or risks related to PICA bonds.
- The incumbent will serve as the principal representative for the Authority, providing effective liaison with City of Philadelphia and other government agencies, elected officials, business representatives, and members of the public.
- Serving as an information resource on City finances and the work of PICA to the media, public officials and the citizenry.
- Other duties and responsibilities as determined by the PICA Board.