

Pennsylvania Independent Fiscal Office: Deputy Director

Office Mission Statement

The Independent Fiscal Office (IFO) provides revenue projections along with impartial and objective analysis of fiscal, economic and budgetary issues to assist Commonwealth residents and the General Assembly in their evaluation of policy decisions. In that capacity, the IFO does not support or oppose any policy it analyzes, does not make policy recommendations, and will disclose the methodologies, data sources and assumptions used in published reports and estimates. The IFO hires staff based solely on professional qualifications, without regard to political affiliation.

Position Summary

The deputy director is a senior manager that assists the director in the day-to-day operations of the IFO. In that capacity, the deputy director (1) provides leadership and organization for various IFO projects, (2) assists the director in staff supervision, (3) collaborates with the director to develop and track the office budget and finances, (4) communicates with individuals and groups outside of the IFO on relevant office work, and (5) presents IFO work products to outside groups including testifying before legislative committees as needed. The deputy director serves as the director in the event of the director's absence.

The ideal candidate:

- Has a bachelor's or advanced degree in economics, public finance, management or other area that emphasizes quantitative analysis
- Has professional experience related to public sector budget processes or public financial management
- Has a proven ability to assist in management of functions such as:
 - Interpretation and analysis of financial data, accounts and system processes
 - Quantitative modeling techniques to develop state revenue and budget projections
 - Evaluation of public policy programs to improve the effective and efficient use of taxpayer dollars through performance measures
- Exhibits exceptional written and oral communication skills
- Has experience in managing personnel, policies and projects
- Is knowledgeable about federal and state funding sources
- Has experience reviewing and analyzing government budgets and tax policies

Work Location: Rachel Carson State Office Building, 400 Market Street, Harrisburg, Pennsylvania

Work Hours: Full-time salaried, Monday through Friday, two/three days remote

Salary Range: \$130K-\$155K based on the candidate's qualifications, experience, skills and education as related to position requirements

Benefits:

- Comprehensive benefits package includes health, vision, dental and life insurance
- Retirement plan
- Leave benefits include paid vacation, sick days and state holidays
- Parking provided

Please submit a cover letter and resume to Robyn Toth (rtoth@ifo.state.pa.us) with the subject line of: "Deputy Director Application."