

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5299
Job Title: Deputy Chief Administrative Officer
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500107
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer with the oversight of departments within the Bureau of Administration. Assists the Chief Administrative Officer in the development of policies, programs and other executive functions. Develops recommendations concerning inefficient procedures to develop more effective work methods and County policy. Supervises, instructs and directs the work activities of staff in the Office of the CAO. Works directly with the department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief Administrative Officer which oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief Administrative Officer with reviewing the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the Cook County Board.

Supervises the staff of the Office of the Chief Administrative Officer. Directs and reviews the activities of the staff, ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration.

Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' experience in government administration and/or budget analysis **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Business Administration or Juris Doctorate.

Physical Requirements

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

JC: 5299 Revised – 4/12/2012