

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 9277  
Job Title: Director of Digital Equity  
Salary Grade: 24  
Bureau: Offices Under The President  
Department: Office of the President  
Dept. Budget No. 1010  
Position I.D. 0105356  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the guidance of Office of the President management, the Director of Digital Equity collaborates with stakeholders within various Offices Under the President (OUP) bureaus to make decisions on the design and delivery of Digital Equity programs and processes including the development of Cook County's Digital Equity Action Plan. Develops Cook County long term digital broad-band policies for communities aimed at decreasing gaps in digital proficiency across Cook County. Establishes and maintains partnerships with internal and external stakeholders; applies for grants; develops funding strategies; and ensures the county's programs deliver defined outcomes. Collaborates with internal/external stakeholders and local communities to advance digital literacy. Performs other duties as assigned.

### **Key Responsibilities and Duties**

Oversee all Digital Equity program activities, including, but not limited to, digital equity planning, digital equity policy advising, expansion of broadband and other technological infrastructure, strategy formation, data and research, advocacy, resource allocation, outreach, application processes, contracting, reporting, and monitoring.

Oversee the strategic planning process of creating and implementing Cook County's Digital Equity Plan.

Builds partnerships, collaborates, coordinates, and tracks activities and policies related to Digital Equity.

Establishes and maintains partnerships with diverse, mission-aligned organizations to develop county-wide alliances and consortia around digital access and digital literacy.

Supports the Council on Digital Equity (CODE) and OUP to document and share on-the-ground insights and expertise; facilitates collective learning about innovations and best practices; and raises awareness about digital equity efforts in the community.

Develops and maintains relationships with stakeholders (government, business, public, institutional) to identify how policies can be improved to support digital inclusion work.

Identifies and pursues new funding opportunities from state, federal, or private entities which promote digital equity to increase capacity to achieve program goals.

Manages volunteers and consultants engaging in and fulfilling objectives and goals of the CODE and the digital equity program.

Serves as a liaison to collaborative partners within OUP Bureaus and departments to develop key messages and materials in coordination with the President's Office Communications team to introduce the initiative's activities and communicate key accomplishments.

Works in partnership with the Director Equity and Inclusion to build relationships with leaders across the county to co-develop and implement a Digital Equity Action Plan.

### **Knowledge, Skills and Abilities**

Knowledge of fiber, cable, wireless mesh, or satellite broadband services and familiarity with FCC standards and Internet Service Provider (ISP) business models

Demonstrated skill and understanding of digital equity and economic equity and inclusion challenges impacting the resident and business communities.

Proven skillset developing and managing partnerships, understanding contracts, and other agreements between private and public entities.

Proven ability to work on multiple projects, work within tight deadlines and prioritize work as necessary.

Ability to speak before groups of all levels on a variety of subject matters relating to equity, inclusion and diversity.

Ability to utilize community engagement practices and principles, particularly by working with those most impacted by racial inequities and leveraging community leadership.

Demonstrated skill in written and oral communication including strong facilitation and presentation skills.

This position may require travel throughout Cook County.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years of experience building partnerships, collaborating with multiple organizations and project/program management, **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Masters or advanced degree in technology, public policy, or urban planning-related fields

Experience managing multifaceted projects with diverse stakeholders.

Demonstrated commitment to diversity, equity and inclusion (DEI)

### **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 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.**