



## COOK COUNTY, ILLINOIS

### Assistant Deputy Bureau Chief Opportunity in Chicago

The Cook County Department of Economic Development is seeking an Assistant Deputy Bureau Chief to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

Under the direction of the Bureau Chief, assists with the design, preparation, and implementation of policies and strategic planning focused on operational planning and efficiencies. Directs the overall management and direction of the Bureau's Administration and Support Services units including Administration, Personnel, Procurement and Information Technology. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large. Provides administrative oversight in the management of special inter-departmental projects and performs related duties as required. In collaboration with Bureau Chief and department heads, responsible for compilation and analysis of annual budget and personnel matters. Collaborates with all levels of management within the Bureau to effectively carry out Countywide and Departmental policies and procedures, including activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations.

#### How do I apply?

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov).

#### When are Resumes due?

Until Filled.

#### SNAPSHOT OF COOK COUNTY:

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation's first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.

- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

**Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

**Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

**Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

**PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT. PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.**

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 5660  
Job Title: Assistant Deputy Bureau Chief  
Salary Grade: 23  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 1027  
Position I.D. 1200044  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the Bureau Chief, assists with the design, preparation, and implementation of policies and strategic planning focused on operational planning and efficiencies. Directs the overall management and direction of the Bureau's Administration and Support Services units including Administration, Personnel, Procurement and Information Technology. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large. Provides administrative oversight in the management of special inter-departmental projects and performs related duties as required. In collaboration with Bureau Chief and department heads, responsible for compilation and analysis of annual budget and personnel matters. Collaborates with all levels of management within the Bureau to effectively carry out Countywide and Departmental policies and procedures, including activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations.

## **Key Responsibilities and Duties**

Assists the Bureau Chief in the development of policies, programs and other executive functions to ensure that County and departmental policies are enforced.

Directs the planning, coordination and implementation of administrative operations, communications, and information technology projects on behalf of the Bureau of Economic Development.

Evaluates departmental operations, identifies areas of deficiencies and oversees the development, modification and implementation of work standards, policies and procedures.

Provides technical assistance and serves as Bureau liaison to departmental managers and private consultants involved in program planning and implementation.

Serves as liaison with the County Bureau of Human Resources in coordinating all Human Resources related activities and functions on behalf of the Bureau to evaluate effectiveness and assist in the implementation of administrative procedures and policy changes to standardize policies across the Bureau and its departments.

Serves as liaison with the County Procurement Office in coordinating all Procurement related activities and functions on behalf of the Bureau.

Directs the compilation of comprehensive operations and administrative reports for the departments under the Bureau of Economic Development.

Oversees the records lifecycle including the development of records management policies to control the creation, distribution, use, maintenance, storage, retention and disposition of all records which may include all paper and electronic sources.

## **Knowledge, Skills and Abilities**

Skill in recognizing areas of need and the ability to implement quick and sound policies in conjunction with Bureau Chief and Department Directors.

Ability to manage, supervise and coordinate professional staff for a variety of projects and tasks including administration, communications and information technology.

Skill in the collection, analysis and interpretation of statistical and demographic data.

Excellent oral and written communication skills (including skills in preparing letters, memos and reports)

Excellent organizational, follow-up, and process improvement skills.

Experience developing and creating program manuals and reporting tools.

Fundamental knowledge of Microsoft Office including Excel, Word and other software applications.

Ability to work well with others; excellent interpersonal skills in dealing with staff, County Board Members, elected and appointed officials, Federal, State, local officials and community-based organizations.

Ability to manage multiple projects effectively.

Must possess professional judgment in dealing with sensitive and confidential matters.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of business, public administration or urban planning experience **OR** an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's or Juris Doctorate degree.

Prior supervisory or managerial experience.

### **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.**