



COOK COUNTY, ILLINOIS

Business Manager III Opportunity in Chicago

The Cook County Department of Office of the President is seeking a Business Manager III 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.

Plans, directs, and coordinates all activities of a large technical and clerical staff. Helps Director of the department establish policies and procedures relevant to all units within the department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other major administrative officials in preparation of budgets and implementation of new policies and procedures. Oversees all procurement, payment, and employee timekeeping activity for the department. Assists Director in hiring, and identifying, selecting, and arranging training for department staff. Serves in a confidential role to the department's Director.

How do I apply?

Please submit a Cover letter and Resume to 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 motorists, and bicycle share rentals and local bike lanes for bicyclists.

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
- Competitive Base Pay

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.

[EXECUTIVE ORDER 2021-1](#)

Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman exempt position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0253
Job Title: Business Manager III
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No.: 1010
Position I.D.: 0108322
Shakman Exempt

Characteristics of the Position

General Overview

Plans, directs, and coordinates all activities of a large technical and clerical staff. Helps Director of the department establish policies and procedures relevant to all units within the department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other major administrative officials in preparation of budgets and implementation of new policies and procedures. Oversees all procurement, payment, and employee timekeeping activity for the department. Assists Director in hiring, and identifying, selecting, and arranging training for department staff. Serves in a confidential role to the department's Director.

Key Responsibilities and Duties

Supervises and coordinates activities of a large technical and clerical staff.

Reviews reports and takes action to follow-up deficiencies in operations.

Assists Director in formulation and implementation of new and updated departmental policies and procedures.

Aids in preparation of department budgets and performance of special financial studies.

Assists Director in managing all aspects of the hiring and recruitment of employees to the department.

Oversees all purchasing and payment activities, including the drafting of procurement documents.

Oversees the review and certification of employee timekeeping records and payroll.

Assists department Director with identifying, selecting, and arranging training for department staff.

Assists senior department staff with maintaining and updating department asset inventories.

Confers with top administrative officials of department regarding matters that may be confidential in nature.

Serves as E.E.O.C. Enforcement Officer for the department.

As assigned, represents the department in County business meetings.

Knowledge, Skills and Abilities

Knowledge of all systems and procedures employed in the department.

Knowledge of modern business systems accounting practices as they relate to large scale organizations.

Knowledge of County purchasing policies and practices.

Knowledge of County payroll and timekeeping systems and policies.

Skilled in business management.

Skill utilizing Microsoft Office Suite, including (without limitation) Excel, Office, SharePoint, Word, PowerPoint, and Visio.

High degree of decision-making ability.

Ability to plan, direct, coordinate, and supervise activities of technical and clerical staff and to receive cooperation of other county executives and administrators.

Ability to manage multiple projects and groups of people.

Ability to work in a highly confidential environment.

Ability to effectively communicate with others in written and oral form.

Minimum Qualifications

Graduation from an accredited college or university **PLUS** a minimum of four (4) years' experience in public administration, business, purchasing or corporate transaction, **OR** an equivalent combination of professional work experience, training, and education.

Preferred Qualifications

Master's degree.

Prior supervisory or managerial work 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 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.