



COOK COUNTY, ILLINOIS

Deputy Director of Capital Planning and Policy Opportunity in Chicago

The Cook County Department of Asset Management is seeking a Deputy Director of Capital Planning and Policy 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.

Assists the Director of Capital Planning with the administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$400 million. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to capital construction projects. Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan. Monitors and reviews capital construction projects with regard to time schedules and budgets. Authorizes pay requests received from consultants/contractors; authorizes change order requests for capital construction projects where need is demonstrated for the expenditure of additional funds.

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 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
- 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: 5205
Job Title: Deputy Director of Capital Planning and Policy
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 0107036
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director of Capital Planning with the administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$400 million. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to capital construction projects. Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan. Monitors and reviews capital construction projects with regard to time schedules and budgets. Authorizes pay requests received from consultants/contractors; authorizes change order requests for capital construction projects where need is demonstrated for the expenditure of additional funds.

Key Responsibilities and Duties

Assists the Director with the administration and management of the Department's day to day work activities relative to County capital construction programs and projects; directs the business operations of the Department in absence of the Director.

Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan.

Attends scheduled meetings relative to capital planning projects with staff members, consultants, contractors, County Board of Commissioners, and other agencies relevant to coordination of information.

Prioritizes and assigns capital construction projects to Project Directors of the Department; monitors respective project status/progress and performance by Project Director.

Reviews project work for accuracy, timeliness, and thoroughness as to schedule and budget.

Reviews and authorizes (signs off) on all pay requests received from consultants and contractors for work performed respective to capital construction projects.

Reviews and authorizes (signs off) on all change order requests for capital construction projects wherein need is demonstrated for the expenditure of additional funds.

Knowledge, Skills and Abilities

Knowledge of architectural/engineering principles and techniques and planning practices related to construction management.

Skill in analyzing and solving problem situations associated with capital construction programs and projects.

Skill in addressing construction economics impacting upon a project budget.

Ability to manage and work with people.

Ability to communicate effectively, both verbally and in writing, with the general public; ability to coordinate information with appropriate project affiliated people in a timely manner.

Skill in negotiating consulting/contractor professional services and fees and associated change orders related to capital construction projects

Ability to convey, to the President and County Board of Commissioners, the goals and objectives respective to capital projects.

Ability to represent the County in a professional manner relative to business operations.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS (5) years of construction management, building management, legal, business, urban planning, real estate or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Architecture, Construction Management, Engineering (in an established discipline such as Structural, Civil, Mechanical or Electrical).

Experience in the development or implementation of government construction contracts, including interpretation of specifications; management of all phases of construction projects,

from development to completion; and coordination of the activities of various skilled-trades groups.

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 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.