



## **COOK COUNTY, ILLINOIS**

### **Grants Management Director Opportunity in Chicago**

The Cook County Department of Comptroller's Office is seeking a Grants Management Director 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.

Provide critical planning and coordination of grant administration strategies over grant accounting and financial reporting. Develop, recommend, and implement accounting policies and procedures to support Federal and State grant programs. . The individual in this position reports to the Deputy Comptroller and is accountable for providing leadership for interdepartmental activities regarding the administration of grant accounting, financial reporting and compliance audits (including the strategic development of management responses and disclosures) with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and compliance with the State of Illinois' Grant Accountability and Transparency Act and other regulatory bodies.

#### **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 Millennial 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: 5235  
Job Title: Grants Management Director  
Salary Grade: 24  
Bureau: Finance  
Department: Comptroller's Office  
Dept. Budget No. 020  
Position I.D.: 0108677  
Shakman Exempt:

## **Characteristics of the Position**

### **General Overview**

Provide critical planning and coordination of grant administration strategies over grant accounting and financial reporting. Develop, recommend, and implement accounting policies and procedures to support Federal and State grant programs. . The individual in this position reports to the Deputy Comptroller and is accountable for providing leadership for interdepartmental activities regarding the administration of grant accounting, financial reporting and compliance audits (including the strategic development of management responses and disclosures) with the Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and compliance with the State of Illinois' Grant Accountability and Transparency Act and other regulatory bodies.

### **Key Responsibilities and Duties**

Works with departments to meet all external and internal grant deadline reporting for Federal, State, and Other Grants.

Meets all deadlines for annual grant reporting including the federal single audit and the State of Illinois consolidated year-end financial report.

Manages the preparation and review of the Schedule of Expenditures of Federal Awards for

Cook County annually.

Audit liaison for the Single Audit for Cook County. The Audit Liaison communicates all request to the departments and ensures timely response to the auditor to ensure the completion of the Single audit in a timely manner. May assist in the strategic development of management response as well as disclosures.

Follows up on all corrective actions on all control deficiencies and findings related to Single audit or other regulatory compliance attestation related to Federal, State, or other grants.

Overall management of Grant A/R aging to determine collection status.

Work with departments to ensure drawdowns are submitted to agencies timely.

Prepare, maintain, and disseminate written policies and procedures for grant accounting, including revenue recognition.

Monitor day to day grant accounting activities

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

Ability to implement a system for researching, writing, monitoring, reporting, and closing out grant opportunities.

Demonstrated record of success in grant management.

Superb organizational skills; diligent attention to detail; ability to plan, track and complete long-range project deadlines and goals.

Ability to prioritize, track and implement multiple tasks simultaneously; ability to deal well with a large volume of work while maintaining high quality, efficiency, timeliness.

Outstanding communication skills, both written and oral.

Ability to utilize Microsoft Office software, including Word, Excel, PowerPoint, and SharePoint.

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

Ability to work in a highly confidential environment.

Prior supervisory or managerial work experience. Experience in grant operational system development, management, and writing.

### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years of experience in grant management, which includes analysis, and review of budgetary, expenditure, revenue and other financial related activity in combination with operating a grant management financial system OR, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's Degree or secondary degree.

Five (5) years grant system development experience, including hands-on grant management from a pre-award stage through grant close-out. Must be able to demonstrate pattern of successful grant operational processes.

Prior supervisory or managerial work experience. Experience in grant operational system development, management, and writing.

### **Physical Requirements**

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.**