



## COOK COUNTY, ILLINOIS

### Assistant to Director of Capital Planning and Policy Opportunity in Chicago

The Cook County Department of Asset Management is seeking an Assistant to 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 and Policy with matters related to the management of County capital construction programs and projects. Assists with program/project operational matters to achieve the goals and objectives of the Department; review unit operating practices and problems and recommends alternative courses of action or policy changes as to project. May function as a Project Director, per assigned projects, relative to directing and coordinating those responsible for planning, estimating, designing, and completing capital construction projects.

#### **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 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: 5236  
Job Title: Assistant to Director of Capital Planning and Policy  
Salary Grade: 23  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 0108149  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Assists the Director of Capital Planning and Policy with matters related to the management of County capital construction programs and projects. Assists with program/project operational matters to achieve the goals and objectives of the Department; review unit operating practices and problems and recommends alternative courses of action or policy changes as to project. May function as a Project Director, per assigned projects, relative to directing and coordinating those responsible for planning, estimating, designing, and completing capital construction projects.

### **Key Responsibilities and Duties**

Assists the Director on a wide variety of matters pertaining to the management of County capital construction programs and projects; brings important issues and problems to the Director's attention and recommends alternative courses of action

Attends construction program/project meeting with or on behalf of the Director; reviews unit operating plans/practices and participates in the formulation and development of new systems; monitors their workflow and contract compliance.

Interprets and evaluates capital construction program objectives and project progress; gathers and analyzes program/project data; prepares recommendations and reports for the Director on long and short range planning problems relative to schedule and budget.

Reviews correspondence, reports, and documents on behalf of the Director; drafts appropriate responses for the Director's final review.

Directs and coordinates, as Project Director per assigned projects, those responsible for planning, estimating, designing, and completing capital construction projects; uses computer equipment and a variety of software applications in the management of capital construction projects.

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

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

Skill in reading and analyzing construction documents relative to contract compliance.

Skill in the use of computer equipment and software (i.e. Primavera, WordPerfect, Lotus, and Expedition).

Ability to evaluate capital project and plan construction project program; ability to oversee capital construction project relative to schedule and budget.

Ability to communicate effectively, both verbally and in writing, with the general public.

Ability to represent an agency of the County in a professional manner relative to job assignment.

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.

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 three (3) years of construction management, legal, business, urban planning, real estate or public administration **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 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**