



COOK COUNTY, ILLINOIS

Deputy Secretary to the Cook County Board of Commissioners Opportunity in Chicago

The Cook County Office of the Secretary to the Board is seeking a Deputy Secretary to the Cook County Board of Commissioners 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 Board Secretary, provides hands-on oversight of the Department. Possesses extensive knowledge of the process and procedure of the Department. Serves as the representative of the Department and liaison with the President, Board of Commissioners, other elected officials and department heads. Aids in the formulation and development of department policies and procedures as necessary. Reviews legislation, proposed and past, introduced in the Illinois General Assembly and at the Board level. Prepares meeting notices, agendas and recordings of minutes, and various other clerical and administrative duties necessary for the smooth functioning of Board or committee meetings, including matters of a confidential nature.

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 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
- 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: 5552
Job Title: Deputy Secretary to the Cook County Board of Commissioners
Salary Grade: 22
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1001011
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Board Secretary, provides hands-on oversight of the Department. Possesses extensive knowledge of the process and procedure of the Department. Serves as the representative of the Department and liaison with the President, Board of Commissioners, other elected officials and department heads. Aids in the formulation and development of department policies and procedures as necessary. Reviews legislation, proposed and past, introduced in the Illinois General Assembly and at the Board level. Prepares meeting notices, agendas and recordings of minutes, and various other clerical and administrative duties necessary for the smooth functioning of Board or committee meetings, including matters of a confidential nature.

Key Responsibilities and Duties

Works closely with the following: President of the Board, County Commissioners, Chairpersons of the various committees, elected officials and department heads and the County Clerk's office often in a confidential capacity to prepare and present the various agendas for consideration before the County Board.

Works closely with the Chairman, the Directors, Chairpersons of the various committees and the administrative staff of the Cook County Health and Hospitals System, often in a confidential capacity to prepare and present the various agendas for consideration before the System Board. Provides support often in a confidential capacity for the functions of the various committees including, but not limited to meeting notices, agendas and reporting of proceedings.

Assists every Commissioners' office in the processing of all routine office functions, including payroll, personnel transactions, accounts payable, rent and utilities of district offices, mail and reception assistance.

Maintains several accounts to support the Commissioners' national and regional leadership activities.

Tracks bills impacting the County and units of local government, and coordinates the analysis and lobbying efforts of the Board's interests and concerns regarding the legislative issues impacting the County's constitutional authority/powers, its budget/funding and, in general, its administrative, criminal justice, health and public safety services and facilities.

Works with the County Board's lobbyists and the Coordinator of Intergovernmental Affairs to inform the President and the Board of Commissioners of any legislation that may affect the County.

Electronically monitors legislation and drafts letters to legislative leaders.

Explores and makes recommendations on new programs and policies.

Knowledge, Skills and Abilities

Excellent administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to projects in a timely manner; must be attentive to details.

Must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with parties, and documents as they relate to the duties and responsibilities of the Department.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of word-processor, PC software and other computerized programs to manage and generate information, reports, letters, etc.

Thorough knowledge of specialized principles and techniques (accounting, bookkeeping), office practices, policies and procedures.

Ability to work cooperatively with administrative, supervisory and professional personnel, including the Board of Commissioners, their staff and staff of the President of the County Board.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) years professional work experience of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree in business management or public administration.

Three (3) years professional work experience dealing with elected officials and political processes in State and/or County government.

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.