



COOK COUNTY, ILLINOIS

Director (Telecommunications) Opportunity in Chicago

The Cook County Department of Enterprise Technology is seeking a Director (Telecommunications) 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.

The Director of Telecommunications is an executive management position with direct participation and preparation of policy, strategic planning and operation direction. Responsible for strategic planning, technical compatibility, forecasting, engineering, operation and maintenance of telecommunications-related software and hardware, and the overall management of the County's telecommunications resources. Oversees the overall day-to-day operation and activities of the Telecommunications Department. Has primary responsibility for managing telecommunications services including; the assignment and billing for all wireless devices, the installation, maintenance, management, and billing of all switching systems, devices and equipment including associated voice and data circuits. Manages technical and administrative personnel to resolve telecommunications problems of new or existing systems. Supervises personnel and various vendors in the design and implementation of communication networks and systems. Manages personnel in the assessment and optimization of network design through review and analysis of user needs. The Director of Telecommunication Operations serves in a confidential advisory role and reports to the Chief Technology Officer.

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: 5593
Job Title: Director (Telecommunications)
Salary Grade: 24
Bureau: Department: Technology
Dept. Budget No.: Enterprise Technology
Position I.D.: 009
Shakman Exempt 9500268

Characteristics of the Position

General Overview

The Director of Telecommunications is an executive management position with direct participation and preparation of policy, strategic planning and operation direction. Responsible for strategic planning, technical compatibility, forecasting, engineering, operation and maintenance of telecommunications-related software and hardware, and the overall management of the County's telecommunications resources. Oversees the overall day-to-day operation and activities of the Telecommunications Department. Has primary responsibility for managing telecommunications services including; the assignment and billing for all wireless devices, the installation, maintenance, management, and billing of all switching systems, devices and equipment including associated voice and data circuits. Manages technical and administrative personnel to resolve telecommunications problems of new or existing systems. Supervises personnel and various vendors in the design and implementation of communication networks and systems. Manages personnel in the assessment and optimization of network design through review and analysis of user needs. The Director of Telecommunication Operations serves in a confidential advisory role and reports to the Chief Technology Officer.

Key Responsibilities and Duties

Prepare the annual Budget for the Department of Telecommunications Operations.

Develops and implements policies as it relates to the operation of County telecommunications, including the analysis of the County's needs as telecommunications changes.

Develops policies related to the County use of telecommunication devices and monitors usage.

Plan and oversee installation of the voice/data networks and equipment for all County facilities and affiliations. Supervise consultants, vendors, contractors, and various departments to insure that new installations run smoothly and adhere to Cook County specifications. Inspect jobs to insure compliance with safety and building codes and to insure that the quality and materials meet County standards.

Insure that the foremen have the material and support to prioritize and complete their various installation and the repair jobs in a timely fashion.

Determine necessary training to keep the telecommunications department current with technology.

Supervise the monitoring of the network performance to insure reliability and minimum interruptions in service. Prescribe changes in network configurations to improve levels of service and reliability and maximize the efficiency of the network through least cost routing.

Propose purchases of new communications software, hardware and related upgrades.

Evaluate, and supervise the installation of telecommunication equipment, premise distribution systems, and related telecommunication services.

Engineer and coordinate implementation of network ties and routing patterns for the most efficient use of the County network when adding new locations.

Works with confidential and sensitive documents related to County-wide usage of computerized systems, security matters related to access and maintenance of data on the County computer systems, and personnel issues.

Knowledge, Skills and Abilities

Thorough knowledge and working experience of current and developing communications hardware and software systems.

Demonstrated skill in telecommunication network design, traffic engineering, and network routing.

Proven technical and managerial skills to monitor and control communications system performance.

Experience sufficient to identify and solve technical operating problems as they occur.

Ability to interpret blueprints, circuit descriptions, electrical diagrams and local electrical codes. Knowledge of city, state and local building codes as they relate to electrical construction.

Possess a sound knowledge and working experience with data LAN and WAN systems which include Ethernet and Sonet networks.

This position may require moderate to extensive travel throughout Cook County.

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.

Project management skills.

Strong oral and written communications skills.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in telecommunication systems **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years of experience in telecommunication systems.

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