



## **COOK COUNTY, ILLINOIS**

### **Deputy Bureau Chief Opportunity in Chicago**

The Cook County Department of Asset Management is seeking a Deputy Bureau Chief 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.

Responsible for working with the Bureau Chief and assisting in the development of the overarching strategy and direction for policies and standards in relation to the County's real estate, facilities, capital projects and asset management. Reports directly to the Bureau Chief and assists the Bureau Chief in the management and supervision of the departments and business units under the jurisdiction of the Bureau. Assists in designing and developing effective strategies for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of asset management policies and Bureau administrative functions. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County asset management activities as required or directed by the Bureau Chief. Assists in the supervision of work progress, provides direction and conducts various reports as requested by the President or the Bureau Chief. Assists in determining and setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

#### **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: 6235  
Job Title: Deputy Bureau Chief  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 0107589  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Responsible for working with the Bureau Chief and assisting in the development of the overarching strategy and direction for policies and standards in relation to the County's real estate, facilities, capital projects and asset management. Reports directly to the Bureau Chief and assists the Bureau Chief in the management and supervision of the departments and business units under the jurisdiction of the Bureau. Assists in designing and developing effective strategies for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of asset management policies and Bureau administrative functions. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County asset management activities as required or directed by the Bureau Chief. Assists in the supervision of work progress, provides direction and conducts various reports as requested by the President or the Bureau Chief. Assists in determining and setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

#### **Key Responsibilities and Duties**

Responsible for assisting in the development of the overarching strategy of asset management in Cook County.

Assists in ensuring efficient operation among departments and business units within the Bureau and recommending organizational administrative changes aimed at achieving an optimal level of operating efficiency.

Assists the Bureau Chief in the development of asset management strategies, policies and objectives.

Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management.

Evaluates the effectiveness of various asset related programs, policies and projects.

Identifies and advises on the direction of development and implementation of process related to asset management, including property acquisition, facility management, lease options, and capital projects.

Influences business decisions in relation to real estate asset management.

Exercises knowledge of business requirements related to strategic plans.

Supervises work progress, provides direction and technical assistance and approves reports prepared by staff.

Evaluates and assists in budget preparation for all departments providing real estate asset management services and operations.

Assumes responsibility for designated projects requiring oversight at the Bureau level; meets with department heads and officials to monitor various projects, assess progress in light of goals and objectives and convey information and directives from the Bureau Chief.

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

Ability to communicate effectively and professionally.

Ability to conceive and implement new plans, policies and projects.

Skill in monitoring and assessing the performance of individuals, programs and contracted services.

Strong oral, interpersonal and written communication skills.

Ability to use good judgment, ability to train, direct and motivate others.

Knowledge of budgeting.

Ability to act independently to resolve problems and recommend solutions.

Innovative and conceptual thinker.

Knowledge of Microsoft Office Suite.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree plus three (3) years' of experience working in real estate, construction management, facilities management, public administration or business administration.

### **Preferred Qualifications**

Master's Degree in business administration or related field.

## **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 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.**