



COOK COUNTY, ILLINOIS

Deputy Director of Real Estate Opportunity in Chicago

The Cook County Department of Asset Management is seeking a Deputy Director of Real Estate 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 guidance of the Director of Real Estate, assists with the overall administration and management of the Real Estate Management Division under the direction of the President. Assists in determining strategic real estate needs as well as policy development in accordance with real estate acquisition and/or leasing. Supports the acquisition and disposition of properties most beneficial to the County. Inspects properties under consideration for acquisition, lease, disposition, or improvement. Implements policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division. Helps maintain accurate records of Leases, Deeds and Easements of County owned property and approves all warrants for the payment. Assists in the preparation of deeds, leases and contracts. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to real estate projects.

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: 9155
Job Title: Deputy Director of Real Estate
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 1031
Position I.D. 0108377
Shakman Exempt

Characteristics of the Position

General Overview

Under guidance of the Director of Real Estate, assists with the overall administration and management of the Real Estate Management Division under the direction of the President. Assists in determining strategic real estate needs as well as policy development in accordance with real estate acquisition and/or leasing. Supports the acquisition and disposition of properties most beneficial to the County. Inspects properties under consideration for acquisition, lease, disposition, or improvement. Implements policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division. Helps maintain accurate records of Leases, Deeds and Easements of County owned property and approves all warrants for the payment. Assists in the preparation of deeds, leases and contracts. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to real estate projects.

Key Responsibilities and Duties

Assists the Director of Real Estate with the overall administration and management of the Real Estate Management Division's day to day operations.

Supports the inspection of properties under consideration for acquisition, and recommends acquisition, lease, disposition, improvement, or other action consistent with best interest of Cook County.

Coordinates meetings relative to real estate with staff members, consultants, contractors, and other agencies relevant to organize and direct information.

Maintains accurate records of Leases, Deeds, and Easements of County owned property and ensures that all documentation concerning real estate matters are complete and compliant with applicable regulations. Advises junior staff members on work methods, complex government regulations interpretations, and handles complex special projects requested by Director of Real Estate.

Assists in the development and implementation of policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division.

Supports the preparation of deeds, leases and contracts on behalf of the County. Monitors the recording of documents pertaining to the purchase and sale of property.

Assists with the development of policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division.

Knowledge, Skills and Abilities

Knowledge of State, County, Municipal laws and ordinances with ability to ascertain compliance with laws, ordinances, and regulations. Ability to identify between errors, irregularities, and illegal acts, and take appropriate action.

Knowledge of the County's Real Estate Division and Real Estate administration with the ability to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Excellent writing skills coupled with the ability to problem solve in diverse situations and manage multiple projects simultaneously.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS three (3) years of experience in real estate or corporate transactions or public administration **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate degree.

Illinois Broker's or Managing Broker's License.

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.