



COOK COUNTY, ILLINOIS

Project Director Opportunity in Chicago

The Cook County Department of Office of Economic Development is seeking a Project Director 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.

Functions in the capacity of Project Director with an emphasis upon directing research and support for program development for the Office of Economic Development. Coordinates the administration, development, and implementation of various community and/or economic development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities, local governments, key stakeholders, educational institutions, and partners to develop projects in partnership with the Bureau of Economic Development. Provides technical and analytical expertise as it relates to the Bureau and strategies for economic and community development for the County. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County. Guides the development and implementation of economic policy for the department.

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: 0056
Job Title: Project Director—Economic Development
Salary Grade: 22
Bureau: Economic Development
Department: Office of Economic Development
Dept. Budget No. 027
Position I.D. No. 0107043
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Project Director with an emphasis upon directing research and support for program development for the Office of Economic Development. Coordinates the administration, development, and implementation of various community and/or economic development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities, local governments, key stakeholders, educational institutions, and partners to develop projects in partnership with the Bureau of Economic Development. Provides technical and analytical expertise as it relates to the Bureau and strategies for economic and community development for the County. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County. Guides the development and implementation of economic policy for the department.

Key Responsibilities and Duties

Evaluates, and directs research into public access program objective and achievements.

Ensures that reports and recommendations on long and short range projects, policies or programs related to housing, homelessness, economic development, and community

development are compiled and assessed on time for review by key stakeholders.

Creates and manages detailed project plans, schedules, budgets, and deliverables from concept through completion of the project.

Oversees program execution and ensures established program goals and objectives are met while managing daily operational aspects of the project.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to ensure that the County responds to all requests for assistance both financial and technical.

Monitors, researches, and identifies funding opportunities to support programs.

Evaluates programmatic metrics and oversees the preparation of impact narratives and program status reports.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote the Bureau's programs and initiatives.

Knowledge, Skills and Abilities

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Knowledge of the principles and practices of program planning, transportation, environmental and economic development.

Knowledge of project strategies, monitoring, and evaluation methodology and techniques.

Knowledge of project management tools such as Gantt charts and project scheduling software; agile tools such as Scrum.

Proficient knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.

Excellent verbal and written communication skills including the ability to document

detailed project plans and project statuses to conduct meetings including formal presentations to diverse stakeholders.

Proven ability to deliver projects within scope and budget and mitigate issues that may interfere with project success.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years professional work experience in local government, community development, not-for-profit work, economic development or planning **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in community or economic development, public policy or urban planning.

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.