



COOK COUNTY, ILLINOIS

Aide to the Commissioner II - Opportunity in Chicago

The Cook County Board of Commissioners is seeking an Aide to the Commissioner II 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 Commissioner, the Director of Community Affairs and Engagement supports the district's mission, vision, and values by facilitating projects related to a commitment to community relations. The Director will manage the relationships with the populations and communities surrounding the district. Plans and carries out events and educational activities, which increase the visibility of the 6th District in the community. Directs the district 's interactions with the surrounding community and its marketing strategies, serves as a representative for the district at community meetings and forums, and manages the community relations for different programs and outreach. Nurtures community relationships, both internal and external, in our district and beyond.

Other duties may be assigned as directed by the Commissioner including but not limited to administrative, supervisory, legislative and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Due to the small size of the Commissioner's staff, all staff members are expected to assist one another as needed in any task to ensure the efficient and effective functioning of the office and to serve constituent needs.

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 Millennial 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: 6792
Job Title: Aide to the Commissioner II
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Cook County Board of Commissioners
Dept. Budget No. 081 through 097
Position I.D. See Cook County Employment Plan, Exempt List, Exhibit B
Shakman Exempt

Characteristics of the Position

General Overview

Serve as an executive advisor to the Cook County Board Commissioner and assists the Commissioner in the development of policies, programs, and ordinances. May work directly with other elected officials or their staff, department heads and bureau chiefs as needed or directed. Serve as the governmental affairs and legislative advisor to the Commissioner regarding federal, state or local legislative matters and initiatives. Works with the Commissioner to coordinate the Commissioner's approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the Commissioner's positions on various legislations, initiatives, and proposals. Prepares confidential memoranda, reports and materials of records for the Commissioner to assist in setting policy and making decisions concerning legislative initiatives. Draft correspondence and statements as directed. May assist in conducting research regarding programs and legislation. Works in concert with other Cook County departments and officials in order to exchange knowledge and assist in legislative, policy or program development on behalf of the Commissioner. Assist the Commissioner with constituent and community concerns and outreach as directed. Act as a personal representative or liaison on behalf of the Commissioner to bridge issues of common concern between professional staff, management and support operations. Engages in supervisory responsibilities as assigned by the Commissioner. Performs special projects and assignments as directed.

Other duties may be assigned as directed by the Commissioner including but not limited to administrative, supervisory, legislative and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Due to the small size of the Commissioner's staff, all staff members are expected to assist one another as needed in any task to ensure the efficient and effective functioning of the office and to serve constituent needs.

Key Responsibilities and Duties

Aid in the research and development of legislation, policy and special initiatives as requested by the Cook County Commissioner.

Compose speeches, public statements, reports, memoranda, and/or correspondence for Commissioner.

Perform necessary business functions for the Cook County Commissioner, including creating policies and procedures for the Commissioner's Office or County Committee and assisting with the development of the Commissioner's Office budget.

Act as a liaison of the Commissioner to other elected officials, federal, local or state agency department heads, and community organizations and other stakeholders on issues affecting the Commissioner's district.

Assign various operational tasks to internal staff as requested by the Cook County Commissioner.

Interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Cook County Commissioner.

Oversee special projects assigned by the Cook County Commissioner.

Coordinates executive itineraries and agendas, as directed.

Assist with constituent and community outreach including Commissioner's brochures, mail, website and other media.

Knowledge, Skills and Abilities

Ability to understand the Cook County Board of Commissioners legislative process and procedure

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to others as directed.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to plan, direct, coordinate and supervise activities.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

High School Diploma or General Education Development (GED) certification PLUS five (5) years of full-time equivalent work experience in public or non-profit administration, business administration, public relations, marketing, community outreach, community or union organizing, communications, or legislative or public policy analysis **OR** graduation from an accredited college or university with a Bachelor's Degree.

Preferred Qualifications

Master's Degree or Juris Doctorate.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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.