



COOK COUNTY, ILLINOIS

Assistant Grants Management Director Opportunity in Chicago

The Cook County Justice Advisory Council is seeking an Assistant Grants Management 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.

Under the supervision of the Grants Management Director, this position oversees a variety of highly specialized and independent tasks surrounding the administration of all Federal, State, and local grants and appropriations obtained under the auspices of the Cook County Justice Advisory Council (JAC). Writes and implements policies and grants as necessary based on JAC needs. Oversees activities and performance of Grants Management staff as assigned. Assists with the management of grant acquisition efforts for public safety programs through competitive, block grant, and special appropriations grants. Researches and monitors available funding sources, both private and public for future grant proposal opportunities. Writes and applies for available grants on behalf of Cook County on a needed basis. Collaborates with management team, including the Grants Monitors, with overseeing budgeting and operations of all grants obtained, which includes monitoring performance and achievement of objectives and working with evaluators to document program outcomes. Compiles all relevant information/data for final grant evaluation, summary documentation, and audits.

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: 9550
Job Title: Assistant Grants Management Director
Salary Grade: 23
Bureau: Office of the President
Department: Justice Advisory Council
Dept. Budget No. 1205
Position I.D. 0130204
Shakman Exempt

Characteristics of the Position

General Overview

Under the supervision of the Grants Management Director, this position oversees a variety of highly specialized and independent tasks surrounding the administration of all Federal, State, and local grants and appropriations obtained under the auspices of the Cook County Justice Advisory Council (JAC). Writes and implements policies and grants as necessary based on JAC needs. Oversees activities and performance of Grants Management staff as assigned. Assists with the management of grant acquisition efforts for public safety programs through competitive, block grant, and special appropriations grants. Researches and monitors available funding sources, both private and public for future grant proposal opportunities. Writes and applies for available grants on behalf of Cook County on a needed basis. Collaborates with management team, including the Grants Monitors, with overseeing budgeting and operations of all grants obtained, which includes monitoring performance and achievement of objectives and working with evaluators to document program outcomes. Compiles all relevant information/data for final grant evaluation, summary documentation, and audits.

Key Responsibilities and Duties

Oversees activities and performance of Grants Management staff, which includes Grant Monitors.

Prepares, maintains, and disseminates written policies and procedures for grant accounting, including revenue recognition.

Researches and continuously monitors grant availability from various funding from Federal, State and local public and private sources, using the internet, the Federal Register, relevant trade publications, etc.

Collaborates with management team, overseeing budgeting, operations and implementation of all grants received and coordinates the activities of various county and private agencies, as required.

Acts as a consensus builder among various agencies when applying for, implementing and managing all grants.

Monitors, evaluates, and analyzes the results of grant programs.

Creates and submits monitoring reports, evaluation documentation and budget requests to funding source.

Assists with requests for information on grant activities from elected and appointed officials, the media, the funding source and others.

Knowledge, Skills and Abilities

Knowledge of Federal, State and private foundation grant sources; ability to effectively procure grants for various uses within the Cook County criminal and civil justice systems.

Knowledge of financial accounting, budget analysis and management procedures.

Strong leadership and management experience; skills in contract negotiations, consensus building and organizational development.

Communication skills, including the ability to communicate with County Board members, Federal, State and local officials, the media and community organizations regarding the needs of the Cook County justice system, the purpose of specific grant programs, public policy issues and the anticipated outcomes of funded programs.

Knowledge of municipal and State criminal and civil justice systems.

Knowledge of procedural aspects of grant writing, application submission, program implementation, management, monitoring and evaluation.

Skills in grant writing and the ability to analyze and articulate, verbally and through written documents, the impact of grant dollars within Cook County.

Organizational and administrative skills; ability to handle multiple tasks and coordinate various complex projects. Detail and task-oriented with the ability to meet deadlines.

Ability to analyze current and future situations within the Cook County justice system.

Ability to work with others; excellent interpersonal skills in dealing with staff, county board members, elected and appointed officials, Federal, State, local officials and community-based organizations.

This position may require travel to various locations throughout Cook County, of which the employee may be required to provide their own adequate means of transportation.

Minimum Qualifications

Graduation from an accredited college or university with a bachelor's **PLUS** three (3) years of professional work experience in designing, implementing and managing criminal justice programs, proposal writing, developing and overseeing budgets, consensus, team building and staff management **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a master's degree in Business Administration; Public Administration; Public Policy; Political Science; Finance or Economics.

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 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.