



## **COOK COUNTY, ILLINOIS**

### **Assistant Deputy Chief Administrative Officer Opportunity in Chicago**

The Cook County Office of the Chief Administrative Officer is seeking an Assistant Deputy Chief Administrative Officer 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 Chief Administrative Officer or designee, serves in an executive management capacity with direct participation in strategic planning and operations. Assists with the design, preparation, and implementation of policy and strategic planning, as well as operational planning in the areas of budget, technology, procurement, and other functions relative to the Bureau of Administration. Plans, coordinates, and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations, and relations within the Bureau at-large. Coordinates, reviews, and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively coordinate approaches to problem solving. Coordinates special projects. While serving in a confidential advisory role, coordinates with department management, staff, and supervisory personnel to accomplish goals and objectives of the Bureau of Administration.

#### **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: 9595  
Job Title: Assistant Deputy Chief Administrative Officer  
Salary Grade: 24  
Bureau: Bureau of Administration  
Department: Office of the Chief Administrative Officer  
Dept. Budget No. 1011  
Position I.D. 0132574  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

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### **Key Responsibilities and Duties**

Assists the Chief Administrative Officer in the development of policies, programs, and other administrative functions to ensure that County policies are enforced.

Oversees the preparation of the Operating and the Capital budgets in conjunction with the Bureau Chief, Deputy Bureau Chiefs, and applicable Department heads.

Make recommendations concerning inefficient procedures to rectify any existing or expected problems/concerns.

Provides technical assistance and serves as Bureau liaison to departmental managers and consultants involved in program planning and implementation.

Serves as liaison with the other County Bureaus in coordinating related activities and functions on behalf of the Bureau to evaluate effectiveness and assist in the implementation of administrative procedures and policy changes to standardize policies across departments.

Coordinates various special projects such as but not limited to, the Charitable Giving Campaign and the County's Annual Holiday Tree Lighting Ceremony.

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

Knowledge of the Cook County Government's function and purpose.

Knowledge of policies and procedures governing the County.

Ability to make policy recommendations.

Ability to develop, coordinate, and implement programmatic changes.

Ability to use discretion in handling confidential information.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situation.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons, and other county agencies in resolving issues of a sensitive nature.

Excellent writing skills and ability to clearly articulate written documents.

Ability to manage multiple projects effectively.

Skill in the collection, analysis, and interpretation of statistical and demographic data.

Fundamental knowledge of Microsoft Excel, Microsoft Word, and other software applications.

### **Minimum Qualifications**

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years of professional work experience in a managerial or supervisory capacity **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; or Public Administration.

**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 performed under a job title or those to be performed temporarily outside an employee's normal line of work.**