



COOK COUNTY, ILLINOIS

Senior Administrator of Facilities Management Opportunity in Chicago

The Cook County Department of Facilities Management is seeking a Senior Administrator of Facilities Management 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 Director of Facilities Management, responsible for overseeing administrative functions for the Department of Facilities Management. Works with the Director or designee, to determine and implement policies and procedures governing training and statutory personnel matters. Reports directly to the Director of Facilities Management. Develops recommendations concerning policies and procedures to develop more efficient work methods.

In consultation with the Director, develops and implements policies, programs, and various executive functions. Supervises, instructs, and directs the work activities of administrative staff, clerical, and technical personnel. Oversees compliance with departmental practices, policies, and procedures as well as local and State law. May represent the office in union negotiations and work with the Bureau of Human Resources on collective bargaining matters.

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: 9599
Job Title: Senior Administrator of Facilities Management
Salary Grade: 24
Bureau: Bureau of Asset Management
Department: Department of Facilities Management
Dept. Budget No. 1200
Position I.D. 0132699
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Facilities Management, responsible for overseeing administrative functions for the Department of Facilities Management. Works with the Director or designee, to determine and implement policies and procedures governing training and statutory personnel matters. Reports directly to the Director of Facilities Management. Develops recommendations concerning policies and procedures to develop more efficient work methods.

In consultation with the Director, develops and implements policies, programs, and various executive functions. Supervises, instructs, and directs the work activities of administrative staff, clerical, and technical personnel. Oversees compliance with departmental practices, policies, and procedures as well as local and State law. May represent the office in union negotiations and work with the Bureau of Human Resources on collective bargaining matters.

Key Responsibilities and Duties

Oversees department's administrative functions.

Serves as a liaison to the Bureau of Human Resources to ensure the proper function of day-to-day operations, training, and implementation of policies.

Assists the Director with the development and implementation of administrative policies and procedures.

Responsible for confidential matters, including personnel budgeting, payroll, timekeeping, and disciplinary actions for the Department's 500+ employees.

Handles all Human Resource activities required within the Department.

Oversees onboarding and processing of new employees and those leaving service.

Handles union issues related to dues and Human Resource issues.

Responsible for benefits, insurance, pension support, and completes employee verification forms as needed. Follows through with OSHA reporting requirements for staff safety.

Responsible for coordinating and managing annual filing of economic interests for those staff required to file.

Acts as a liaison with the Bureau of Human Resources with respect to grievance resolution, CBA disputes, issues, and hearing decisions.

Oversees all employment actions for monitoring the progress of employee recruitment, hiring, firing and disciplinary issues for the department.

Supervises the work activity of administrative, clerical, and labor compliance personnel.

Assigns and reviews work, monitors workflow, approves time-off, prepares evaluations, and maintains confidential personnel files and all personnel files.

Represents the department at meetings when necessary.

Reviews confidential reports where applicable from the Inspector General and makes recommendations and/or implements procedures to address any sustained findings in the realm of administration.

Provides required reports to the Director as needed and requested.

Knowledge, Skills and Abilities

Knowledge of modern management practices and techniques including personnel management, utilizing Microsoft Word, Microsoft Excel, and other county software related to staffing data and budgeting for staff.

Knowledge of the principles and techniques of office practices and procedures

Skill in representing the agency, making presentations to County and outside agencies and groups, relating information of a technical and official nature.

Excellent oral and written communication skills and the ability to communicate effectively with tact and courtesy to the public, the media, and internal and external agencies.

Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Ability to identify opportunities for process improvement.

Competency in performing highly specialized work independently.

Skill in planning, developing, and completing complex assignments with minimal direction and

assigning work to other departmental personnel.

Ability to travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

Minimum Qualifications

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

Valid driver's license and proof of insurance.

Preferred Qualifications

Graduation from an accredited college or university with a doctorates or master's degree in Business Administration; Public Administration; or Law degree.

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 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.