

POSITION PROFILE
BUSINESS MANAGER III
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Business Manager III

DEPARTMENT: Office of Contract Compliance

REPORTS TO: Director, Office of Contract Compliance

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Office Contract Compliance seeks a Business Manager III to review and evaluate all facets of departmental operations, act in an advisory capacity, and provide technical assistance to other Department Heads in the preparation and implementation of new policies and procedures. This role oversees all procurement, payment, and employee timekeeping activity for the department. The position also assists in departmental hiring, and arranging training for staff.

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.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- 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 motorist, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

Under the general direction of the Director, Office of Contract Compliance, the Business Manager III plans, directs and coordinates all activities of a large technical and clerical staff. Helps establish policies and procedures relevant to all units within the department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other Department Heads in the preparation and implementation of new policies and procedures. Oversees all procurement, payment, and employee timekeeping activity for the department. Assists in departmental hiring, and identifying, selecting, and arranging training for staff. Serves in a confidential role to the Director, Contract Compliance.

KEY RESPONSIBILITIES AND DUTIES:

Supervises and coordinates activities of a large technical and clerical staff.

Reviews reports and acts to follow-up deficiencies in operations.

Assists senior department staff in formulation and implementation of new and updated departmental policies and procedures.

Aids in preparation of department budgets and performance of special financial studies.

Assists in managing all aspects of the hiring and recruitment of employees to the department.

Oversees all purchasing and payment activities, including the drafting of procurement documents.

Oversees the review and certification of employee timekeeping records and payroll.

Assists the Director, Contract Compliance with identifying, selecting and arranging training for department staff.

Assists senior department staff with maintaining and updating department asset inventories.

Confers with top administrative officials of departments regarding matters that may be confidential in nature.

Serves as E.E.O.C. Enforcement Officer for the department.

As assigned, represents the department in county business meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all systems and procedures employed in the department.

Knowledge of modern business systems accounting practices as they relate to large scale organizations.

Knowledge of County purchasing policies and practices.

Knowledge of County payroll and timekeeping systems and policies.

Skilled in business management. Skill utilizing Microsoft Office Suite, including (without limitation) Excel, Office, SharePoint, Word, PowerPoint, and Visio.

Ability to plan, direct, coordinate, and supervise activities of technical and clerical staff and to receive cooperation of other county executives and administrators.

Ability to manage multiple projects and groups of people.

Ability to work in a highly confidential environment.

Ability to effectively communicate with others in written and oral form.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree **PLUS** a minimum of four (4) years' experience in public administration, business, purchasing, or corporate transaction **OR** equivalent combination of professional work experience, training, and education.

PREFERRED QUALIFICATIONS:

Graduation from an accredited college or university with a master's degree in Accounting, Finance or Business.

Supervisory or managerial work experience.

Experience utilizing Enterprise Resource Planning (ERP) Systems.

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.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: 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's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: 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.