

POSITION PROFILE
PUBLIC INFORMATION OFFICER
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Public Information Officer

DEPARTMENT: Office of the Chief Procurement Officer

REPORTS TO: Deputy Chief Procurement Officer – Operations

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

OVERVIEW

The Bureau of Finance seeks a Public Information Officer to assist with the drafting or review of internal and/or external communications providing information to the public, other County Departments, Bureaus or agencies, and the press or other media relative to points of information, programs, policies, procedures, processes, operations and other relevant information regarding the Department/Bureau. Assist the Department/Bureau in the management of its communications and the time and manner of policy and/or operational communications.

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](#).

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



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



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

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

Provides accurate and supportive press coverage of Department/Bureau efforts and accomplishments of the Department/Bureau and coordinating agencies thereof as required. Works directly with the President's communications team to authorize any quotes or statements to be issued by the Department/Bureau or the President or his/her designee. Assists in drafting communications and correspondence or reviews such communications on behalf of the President or Department/Bureau Head or his/her designees and assists in drafting newsletters, resolutions, congratulatory letters, press releases or proclamations as directed. May collaborate with and supports other departments in Offices under the President concerning communication matters as it relates to Cook County Government operations. At the direction of the Department/Bureau Head and the President or his/her designee, may also serve as a communications representative or advisor to other departments in Offices under the President as needed. May speak on behalf of, the Department/Bureau Head, as necessary and approved by the President's Department of Public Affairs and Communications. Assists the Office of the President in the response of Freedom of Information requests.

KEY RESPONSIBILITIES AND DUTIES:

Represents the Department/Bureau Head and his/her administration before the media and coordinating media access to the President as authorized by the President's communications team.

Participates in or attends confidential discussions with the Department/Bureau Head and executives and other staff to respond to media and public inquiries or to address communication of various County programs, initiatives, responses, policies or procedures to the media, public, or other County agencies.

Works with the Department/Bureau Head or his/her designee to develop strategies for internal and/or public dissemination of County information and programs regarding Department/Bureau directives, policies and procedures.

May assist in the development of communications responsive to proposed legislation of the Cook County Board of Commissioners.

May compile press clippings or may be requested to organize and manage the photo and press release/speech archive for records and ease of reference.

Composes or compiles reports, and other documentation as requested to inform the President's communications team or President or Commissioners or Department/Bureau Head regarding Department/Bureau programs, policies and/or procedures.

Prepares press briefs for the Department/Bureau Head as approved by the President's communications team; anticipates questions and assists the Department/Bureau Head in preparing documentation and appropriate responses for the press, media, or to respond to internal and external inquiries.

Assists in the development of the overall communication program for the Department/Bureau, including the development of Department/Bureau goals and objectives.

Assists in interdepartmental development and improvement of operations, processes, and procedures through collaborative partnerships with peers and stakeholders.

May assist the County's Freedom of Information Officer, consulting with the Department's/Bureau's Legal Counsel and President's Counsel or communications team as necessary in response to said inquiries.

May assist in the training or dissemination of training or other Department/Bureau related materials to staff and members of the public.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to provide concise but thorough communication regarding directives, policies and procedures.

Ability to call, manage and attend any press briefings for the Bureau/Department Head or President in relation to Department issues as approved by the President's communications team

Knowledge of public relations and proper rhetoric and knowledge of the press and media.

Ability to learn and understand Cook County Government and County operations, policies and procedures.

Skill in speech writing and composing material for public release or presentation, including advisory communications.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents.

Ability to handle sensitive public relations matters.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED certificate **PLUS** three (3) years of experience in communications or public relations **OR** possession of a bachelor's degree from an accredited college or university.

Ability to utilize Microsoft Word, Excel and PowerPoint.

PREFERRED QUALIFICATIONS:

Possession of a degree in communications, public relations, or journalism from an accredited college, university, or school of broadcasting.

Professional work experience in media and/or public relations fields.

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.