

POSITION PROFILE
DEPUTY DIRECTOR OF COMMUNICATIONS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Deputy Director of Communications

DEPARTMENT: Office of Economic Development

REPORTS TO: Bureau Chief, Economic Development

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

OVERVIEW

The Bureau of Economic Development seeks a Deputy Director of Communications. This role directs, and coordinates all communication activities including media, voice, video, website data and supervision of staff within the Bureau of Economic Development. The Deputy Director of Communications is responsible for drafting and 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 county-wide services.

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

Serves as the Deputy Director of Communications. Responsible for drafting and 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 county-wide services. Coordinates with the President's Office in the management of its communications and the time and manner of policy and/or operational communications. Provides accurate and supportive press coverage of 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 speak on behalf of or for 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 County 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 County and executives and other staff to respond to media and public inquiries or address County programs where applicable.

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

Works to develop strategies for internal and/or public dissemination of County information and programs regarding County 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, President, Commissioners and other stakeholders regarding programs, policies and/or procedures.

Prepares press briefs for the County as approved by the President's communications team; anticipates questions and assists 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 County, including the development of goals and objectives.

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

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

Assign and review work assignments to staff.

Provides assistance to the Bureau Chief of Economic Development and through communications policy and procedure development activities and monitors day to day communication needs and requirements of the County.

Assists in the development of the annual operating budget and monitoring of quarterly expenses of the division.

Oversees all aspects of public relations and marketing for both internal and external stakeholders' media of all types, community-based organizations, elected officials and others.

Manages all aspects of public engagements and event logistics.

Develops and promotes collateral materials, social media campaigns, and other strategies for amplifying the public's awareness of the bureau of Economic Development specifically Mission, Vision, Resources and Accomplishments.

Develops materials and presentations that communicate and promote mission, vision, resources, data, performance, initiatives and successes thereof to internal and external stakeholders including existing and potential businesses, program participants, community organizations, delegate agencies, staff funders, policymakers, and board members.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Federal, State, and local communication plans.

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

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

Skill editing documents.

Skill coordinating voice, radio, video and data streaming activities.

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

Excellent communications skills including oral and written and the ability to formulate clear and concise language.

Skill interpreting and applying governmental directives.

Ability to handle sensitive public relations matters.

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

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

Ability to coordinate, manage and attend any press briefings for the County as approved by the President's communications team.

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

Ability to supervise the activities of staff.

Ability to handle sensitive public relations matters.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree from an accredited college or university, PLUS a minimum of three (3) years' experience in corporate communications in the public or private sector; OR possession of a bachelor's degree from an accredited college or university.

PREFERRED QUALIFICATIONS:

Possession of a bachelor's degree in Communications, Public Relations or Journalism from an accredited college or university.

Prior supervisory and management experience.

Professional work experience in 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.