

POSITION PROFILE
RELATIONSHIP MANAGER
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Relationship Manager

DEPARTMENT: Asset Management

REPORTS TO: Director of Cook County's Municipal Capacity for Capital Improvements (MCCI)

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

OVERVIEW

The Bureau of Asset Management seeks a Relationship Manager to build trust-based relationships with officials in under-resourced suburban municipalities. This role offers opportunities for the Municipal Capacity for Capital Investments (MCCI) program to support municipal capital investments and facilitates the deployment of resources and expertise from County Bureaus and Departments. The position also develops and revises program policies and advances the goals of the MCCI program.

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 direction of the Director of Cook County's Municipal Capacity for Capital Improvements (MCCI) program, builds trust-based relationships with officials in under-resourced suburban municipalities. In partnership with the MCCI Director, develops and revises program policies and advances the goals of the MCCI program. Identifies opportunities for the MCCI program to support municipal capital investments and facilitates the deployment of resources and expertise from County Bureaus and Departments. Assists municipalities in accessing additional state and federal resources and build municipalities' internal capacity to identify and complete capital projects.

KEY RESPONSIBILITIES AND DUTIES:

Responsible for the relationship between County and assigned municipalities as it relates to capital investments; ensures transparency and open lines of communication between County Bureaus/Depts and assigned municipalities as capital projects are identified, prioritized, and implemented.

In partnership with MCCI Director, develops, revises, and implements program policies. Meets regularly with officials in assigned municipalities to identify need for capital investments which may include collaboration with County subject matter experts to perform comprehensive assessments of existing municipal infrastructure.

Works with local officials to understand municipality-specific processes for implementing capital projects; identifies potential barriers to successful project completion (e.g., funding, technical expertise).

Works with assigned municipalities, County staff, and grant-writing resources from County consultant teams to identify, pursue, and implement grants to support capital improvements projects, including network building and other capacity-building tasks.

Leverages range of tools (e.g., program database) and County subject matter expertise to develop municipality-specific plans that overcome barriers and support completion of capital projects.

Participates in Interagency Working Group meetings and leads segments of Interagency Working Group meetings related to assigned municipalities; reports out on progress and issues/challenges; drives problem-solving to address challenges.

Works closely with Bureau Liaisons to ensure successful implementation of relevant projects in assigned municipalities.

Collaborates with external stakeholders – e.g., CMAP, SSMMA, West Central Municipal Conference – to ensure that programs supporting capital investments in assigned municipalities are aligned and make most effective use of available resources.

Collaborates with other Relationship Managers and internal and external stakeholders to identify and implement multi-jurisdictional projects.

Serves as advocate for municipalities; ensures that capital projects selected for County support are municipality-centric and incorporate an equity lens.

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.

Expertise in infrastructure project development and/or local government administration.

Understanding of the links between transportation, infrastructure, built environment, economic development, and community development.

Strong interpersonal skills, with the proven ability to build trust-based relationships with diverse constituencies, including elected officials.

Ability to contribute to complex projects and to work as part of a multi-disciplinary team and across departments.

Strong analytical skills, including proficiency with Microsoft Excel and familiarity with data visualization tools (e.g., PowerBI).

Excellent written and oral communication skills.

Strong organizational and project management skills, with the ability to prioritize and meet project deadlines.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree, **PLUS** a minimum of three (3) years of management experience in infrastructure project development, planning, or government administration, **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 Public Administration; Public Policy; Architecture; Engineering; Construction Management; or Urban Planning.

Five (5) years' work experience in infrastructure project development, planning, and/or government administration.

Prior supervisory or managerial experience.

Prior experience working with intergovernmental relations, outside consultants, and/or public-private partnerships.

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.