

POSITION PROFILE
DIRECTOR OF STRATEGIC PROJECTS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Director of Strategic Projects

DEPARTMENT: Office of the Chief Financial Officer

REPORTS TO: Chief Financial Officer (CFO)

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

OVERVIEW

The Bureau of Finance seeks a Director of Strategic Projects to manages the day-to-day activities of strategic initiatives and special projects that align with the Office of the Chief Financial Officer's strategic priorities, particularly those that intersect the agenda of the President. This role develops and implements policy based on assessments conducted by the strategic projects team. Oversees and coordinates project teams to implement the vision of the Chief Financial Officer throughout the Offices Under the President.

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 Director of Strategic Projects. Manages the day-to-day activities of strategic initiatives and special projects that align with the Office of the Chief Financial Officer's strategic priorities, particularly those that intersect the agenda of the President. Develops and implements policy based on assessments conducted by the strategic projects team. Oversees and coordinates project teams to implement the vision of the Chief Financial Officer throughout the Offices Under the President. Develops special projects, programs, and procedures to advance directives of the Chief Financial Officer. Supervises project management teams in executing, monitoring, and completing special projects. Collaborates with the Chief Financial Officer in planning, organizing, and directing designated strategic initiatives, as well as providing project management oversight in support of the mission and vision of the department.

KEY RESPONSIBILITIES AND DUTIES:

Coordinates the administration, development, and implementation of various projects concerning both the Chief Financial Officer's and President's Finance-related strategic agenda.

Supervises a team of Project Managers and Financial Analysts responsible for realizing strategic projects.

Collaborates with the Chief Financial Officer or designee in strategic planning, policy development, and problem resolution of complex issues and needs.

Facilitates any activities necessary to realize strategic projects, working with Department heads and external stakeholders, as needed, to develop and devise projects on behalf of the Chief Financial Officer and the President.

Leads special projects to advance directives of the Chief Financial Officer.

Partners with internal or external stakeholders regarding the advancement of policy initiatives of the President's office.

Oversees selected program-based special projects that require cross-functional engagement with key staff across Cook County Government and the Bureau of Finance, and with external stakeholders, as appropriate.

Serves as an advisor, decision-maker, and problem solver for the Chief Financial Officer to ensure issues requiring attention are addressed in a timely manner.

Leads and manages an inclusive workforce to maximize employee talent and skills.

Provides insight, support, and direction during an organizational change.

Contributes as an integral member of a team to build productive working relationships, enhance collaboration, and develop strategic partnerships with internal and external stakeholders.

Questions conventional approaches to build a competitive edge with innovative solutions.

Applies principles, policies, and procedures to specialized expertise.

KNOWLEDGE, SKILLS AND ABILITIES:

Prior knowledge and relevant experience in driving change in a complex large organization

Prior knowledge and experience in a team environment in leadership

Proficiency in project management methodologies and process improvement

Proficiency in Microsoft Office products (Word, Excel, PowerPoint, Access)

Knowledge in change and performance improvement.

Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups.

Excellent program development, management, and leadership skills.

Demonstrated project management skills.

Strong problem-solving skills and result-oriented mentality.

Demonstrated ability to lead cross-function teams; ability to establish strong working relationships and to communicate effectively across different functions of the organization.

Demonstrated ability to work in a team-based environment, and to lead and motivate teams.

MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree from an accredited college or university, **PLUS** three (3) years of project management experience, **OR**, an equivalent combination of professional work experience, training and education.

PREFERRED QUALIFICATIONS:

Possession of a bachelor's degree in Finance; Management; Business Administration; Marketing; or Engineering from an accredited college or university.

Possession of a master's degree in Law; Finance; Management; or Business Administration from an accredited college or university.

Project Management Professional (PMP) Certification.

One (1) year of project management experience in a financial institution or office.

Experience leading projects with large data sets.

Experience implementing process improvements for SAP or Oracle.

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.