

POSITION PROFILE

ASSISTANT DEPUTY CHIEF ADMINISTRATIVE OFFICER
COOK COUNTY, ILLINOIS GOVERNMENT



**COOK COUNTY
OFFICES**

**UNDER THE
PRESIDENT**

December 2023

POSITION PROFILE

POSITION: Assistant Deputy Chief Administrative Officer

DEPARTMENT: Office of the Chief Administrative Officer

REPORTS TO: Chief Administrative Officer

SALARY: \$98,934 - \$120,918

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

OVERVIEW

The Bureau of Administration seeks an Assistant Deputy Chief Administrative Officer to serve in an executive management capacity with direct participation in strategic planning and operations. This role assists with the design, preparation, and implementation of policy and strategic planning, as well as operational planning in the areas of budget, technology, procurement, and other functions relative to the Bureau of Administration. The position also coordinates, reviews, and approves Cook County Board agenda items related to the departments in the Bureau of Administration.

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 were 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 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 motorists, and bicycle share rentals and local bike lanes for bicyclists.

ROLE SUMMARY

Under the direction of the Chief Administrative Officer or designer, serves in an executive management capacity with direct participation in strategic planning and operations. Assists with the design, preparation, and implementation of policy and strategic planning, as well as operational planning in the areas of budget, technology, procurement, and other functions relative to the Bureau of Administration. Plans, coordinates, and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations, and relations within the Bureau at-large. Coordinates, reviews, and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively coordinate approaches to problem solving. Coordinates special projects. While serving in a confidential advisory role, coordinates with department management, staff, and supervisory personnel to accomplish goals and objectives of the Bureau of Administration.

KEY RESPONSIBILITIES AND DUTIES:

Assists the Chief Administrative Officer in the development of policies, programs, and other administrative functions to ensure that County policies are enforced.

Oversees the preparation of the Operating and the Capital budgets in conjunction with the Bureau Chief, Deputy Bureau Chiefs, and applicable Department heads.

Make recommendations concerning inefficient procedures to rectify any existing or expected problems/concerns.

Provides technical assistance and serves as Bureau liaison to departmental managers and consultants involved in program planning and implementation.

Serves as liaison with the other County Bureaus in coordinating related activities and functions on behalf of the Bureau

to evaluate effectiveness and assist in the implementation of administrative procedures and policy changes to standardize policies across departments.

Coordinates various special projects such as, but not limited to, the Charitable Giving Campaign and the County's Annual Holiday Tree Lighting Ceremony.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the Cook County Government's function and purpose.

Knowledge of policies and procedures governing the County.

Ability to make policy recommendations.

Ability to develop, coordinate, and implement programmatic changes.

Ability to use discretion in handling confidential information.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons, and other county agencies in resolving issues of a sensitive nature.

Excellent writing skills and ability to clearly articulate written documents.

Ability to manage multiple projects effectively.

Skill in the collection, analysis, and interpretation of statistical and demographic data. Fundamental

knowledge of Microsoft Excel, Microsoft Word, and other software applications.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years of professional work experience in a managerial or supervisory capacity **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 business; or Public Administration.

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.