

**POSITION PROFILE**  
**PROJECT MANAGER**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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January 2024

## POSITION PROFILE

POSITION: Project Manager

DEPARTMENT: Office of the President

REPORTS TO: Director of Property Tax Policy

SALARY: \$76,337 - \$100,935

HOW TO APPLY: **Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountvil.gov](mailto:Shakmanexemptapplications@cookcountvil.gov)**

## OVERVIEW

The Cook County's Office of the President is seeking a Project Manager to join our team.

*This position is in the Office of the Cook County Board President. As such, this position involves policymaking or implementation related to the administration's political and policy views, and/or requires a high-level of confidentiality such that political affiliation is an appropriate consideration for the effective performance of the job.*

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

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



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



- 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](mailto: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 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 bicyclists 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**

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Responsible for applying appropriate knowledge, skills, tools, and techniques to project activities to meet large, complex, multi-year, cross-functional project requirements. Create and manage project plans, schedules, budgets, deliverables, communication plans, risk logs, issues logs, status reports, and performance metrics from concept through completion of the project. Oversee multiple projects within the Bureau/Department, including data analytics efforts. Plan and execute change management tasks required for the business to accept, adapt, and support new solutions including effective communication, adequate training, and documentation.

### **KEY RESPONSIBILITIES AND DUTIES:**

Create and manage project plans, track project progress, and prepare reports, leveraging project management software or tools where appropriate to keep large groups of people on task.

Review project requirements, identify interdependencies with internal or external departments or service providers, delegate responsibilities, and ensure that work is completed as needed.

Implement risk management plans which include identification, impact analysis, data analytics, resolution and tracking activities along with proper documentation and communication.

Schedule and facilitate cross-functional meetings to ensure collaboration and implementation.

Maintain project-related documentation, including contracts, invoices, or payment records.

Support leadership by coordinating, developing, implementing, and monitoring projects, including workstreams led by other agencies, vendors, or consultants.

Plan change management tasks required for the business to accept, adapt, and support the new solution including effective communication, adequate training, and documentation.

Manage day-to-day operational aspects of all projects and ensure project documentation is accurate and complete.

Understand and prepare process capacity, capability, and gap analysis summaries.

Collaborate with teammates, mid-level management, and potentially senior leaders as needed to complete work and achieve goals.

### **KNOWLEDGE, SKILLS, AND ABILITIES:**

Comprehensive knowledge of project management methods and techniques with an ability to apply advanced skills.

Ability to make decisions on complex issues regarding project components, tasks and process improvements.

Exercise independent judgment and make recommendations to leadership on approach/options to accomplish project goals and objectives.

Strong verbal and written communication with excellent facilitation and presentation skills.

Highly organized, detail-oriented, flexible, resourceful, and a self-starter.

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree from an accredited college or university plus a minimum of three (3) years of experience working in project management/coordination OR, an equivalent combination of professional work experience, training, and education.

### **PHYSICAL REQUIREMENTS:**

#### **Sedentary Work**

Sedentary Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not 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

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**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.