

# POSITION PROFILE

**Director, Environmental & Sustainability**

COOK COUNTY, ILLINOIS GOVERNMENT



**COOK COUNTY  
OFFICES**

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**UNDER THE  
PRESIDENT**

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July 2024



## POSITION PROFILE

POSITION: Director, Environmental and Sustainability

DEPARTMENT: Environmental Control & Sustainability

REPORTS TO: Chief Administrative Officer

SALARY: \$149,850 - \$183,150

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

## OVERVIEW

The Cook County Bureau of Administration is seeking a Director, Environmental and Sustainability, to join our team. This person directs the department's employees and operating budget per corporate/grant related to Environmental Control Programs.

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](mailto: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 motorists, and bicycle share rentals and local bike lanes for bicyclists.

## **ROLE SUMMARY**

Responsible for the overall management of the Cook County Department of Environmental Control and related Federal Grant Funded Programs. Directs the department's employees and operating budget per corporate/grant related to Environmental Control Programs. Interacts with supervisory/managerial personnel assigned to the departments six divisions and with U.S. and Illinois EPA officials in order to coordinate information and enforcement of the environmental protection laws and to apprise the Chief Administrative Officer and President and Cook County Board of Commissioners of environmental activities. Provides expertise relative to the County's business procedures such as technical/administrative environmental reviews, Department personnel and budget. Effectively recommends and approves work projects and staff assignments in accordance with priorities established in conjunction with the Chief Administrative Officer and President's Office.

## **KEY RESPONSIBILITIES AND DUTIES:**

Responsible for the development and implementation of policies, programs and other executive functions to ensure ordinances related to environmental control are enforced.

Directs the total business and program operations of the Department, including personnel, relevant to County, State, and Federal environmental regulations applied to industrial and commercial business organizations.

Prepares the Department's budget, including Federal/State Grants; approves all expenditures pertinent to appropriated funds.

Coordinates intergovernmental affairs pertaining to environmental matters; maintains liaison activities with EPA officials.

Creates/implements new rules for environmental control for purposes of reduction of pollution from sources of emission.

Acts as a media spokesperson for the Department; oversees dissemination of public information respective to environmental matters.

Oversees all environmental permitting and inspectional activities, subject to administrative review.

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

Thorough knowledge of the rules and regulations of County, State, and Federal environmental protection laws.

Expertise in matters pertaining to air quality monitoring, pollution inspections of industrial/commercial facilities per emissions, and air pollution control equipment.

Considerable knowledge of personnel, financial, and program management policies and procedures.

Considerable knowledge of local political units, other government organizational and jurisdictional structures, and the organizational structure of Cook County Government respective to administration and function.

Skilled in communicating both verbally and in writing with the general public; skill in public relations and media relations.

Skilled in personnel management and application of principles and practices to achieve departmental goals, and objectives.

Skilled in preparing detailed administrative reports pertinent to departmental activities.

### **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 OR, an equivalent combination of professional work experience, training and education.

### **PREFERRED QUALIFICATIONS:**

Master's degree

Five (5) years professional work experience in an environmental control supervisory capacity.

### **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**

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**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order, and the Cook County Personnel 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.