

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6411
Job Title: Senior Advisor to the President
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 1000978
Shakman Exempt

Characteristics of the Position

General Overview

The Senior Advisor to the President shall assist the President and the Chief of Staff as directed in the design, development and/or implementation of strategies on high-profile issues, and in the coordination of various initiatives across agencies of government in accordance with the President's goals and objectives. Develops strategies and position papers as requested by the President or Chief of Staff in order to advance the President's and Cook County's business priorities and goals. Develops working relationships as may be requested with community organizations, residents, business community, non-profit organizations, and government agencies. Advises the President or his/her designee on progress in policy areas and developing events as well as the strategic communication on said initiatives.

Key Responsibilities and Duties

Assists the President and Chief of Staff as directed in the development and implementation of strategies on high-profile issues, and coordinates initiatives relative to agencies and functions within the President's jurisdiction as well as with external parties.

Articulates business strategy and policy positions to senior government officials and other external parties.

Works with the President, Chief of Staff and other designated individuals to design strategic plans and initiatives.

Reviews confidential reports and managerial studies as requested in order to make appropriate recommendations regarding strategy, communications, or messaging to the President or Chief of Staff.

Serves as a liaison between the President's Office and other departments, agencies or businesses as directed.

Knowledge, Skills and Abilities

Excellent communication, organizational and interpersonal skills and the ability to make sound judgment and management decisions in an ever changing and highly competitive environment.

Understands local, regional and national government developments/trends/initiatives and the potential link to or impact on Cook County.

Demonstrate creative thinking to address the opportunities and risks on various initiatives.

Demonstrated success in establishing and maintaining critical networks and relationships.

Ability to understand and communicate complex technical issues and policy impacts.

Ability to make policy recommendations.

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

Ability to manage multiple projects effectively on a time-constrained basis.

Ability to listen, give direction and motivate others so as to achieve specified goals and objectives.

Minimum Qualifications

Graduation from an accredited college and/or university with a minimum of a Bachelor's degree and three (3) years' work related experience in public administration, business administration, policy development, communications or related field.

Preferred Qualifications

Master's Degree or Juris Doctorate.

Ability to utilize Microsoft Word, Excel and PowerPoint.

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