

COUNTY OF COOK



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

Job Code: 5552
Job Title: Deputy Secretary to the Cook County Board of Commissioners
Salary Grade: 22
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 1001011
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Board Secretary, provides hands-on oversight of the Department. Possesses extensive knowledge of the process and procedure of the Department. Serves as the representative of the Department and liaison with the President, Board of Commissioners, other elected officials and department heads. Aids in the formulation and development of department policies and procedures as necessary. Reviews legislation, proposed and past, introduced in the Illinois General Assembly and at the Board level. Prepares meeting notices, agendas and recordings of minutes, and various other clerical and administrative duties necessary for the smooth functioning of Board or committee meetings, including matters of a confidential nature.

Key Responsibilities and Duties

Works closely with the following: President of the Board, County Commissioners, Chairpersons of the various committees, elected officials and department heads and the County Clerk's office often in a confidential capacity to prepare and present the various agendas for consideration before the County Board.

Works closely with the Chairman, the Directors, Chairpersons of the various committees and the administrative staff of the Cook County Health and Hospitals System, often in a confidential capacity to prepare and present the various agendas for consideration before the System Board. Provides support often in a confidential capacity for the functions of the various committees including, but not limited to meeting notices, agendas and reporting of proceedings.

Assists every Commissioners' office in the processing of all routine office functions, including payroll, personnel transactions, accounts payable, rent and utilities of district offices, mail and reception assistance.

Maintains several accounts to support the Commissioners' national and regional leadership activities.

Tracks bills impacting the County and units of local government, and coordinates the analysis and lobbying efforts of the Board's interests and concerns regarding the legislative issues impacting the County's constitutional authority/powers, its budget/funding and, in general, its administrative, criminal justice, health and public safety services and facilities.

Works with the County Board's lobbyists and the Coordinator of Intergovernmental Affairs to inform the President and the Board of Commissioners of any legislation that may affect the County.

Electronically monitors legislation and drafts letters to legislative leaders.

Explores and makes recommendations on new programs and policies.

Knowledge, Skills and Abilities

Excellent administrative and supervisory skills, ability to communicate effectively both verbally and in writing with superiors and subordinates.

Excellent organizational skills; ability to projects in a timely manner; must be attentive to details.

Must possess the ability to handle difficult and/or tense situations with tact and diplomacy.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with parties, and documents as they relate to the duties and responsibilities of the Department.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of word-processor, PC software and other computerized programs to manage and generate information, reports, letters, etc.

Thorough knowledge of specialized principles and techniques (accounting, bookkeeping), office practices, policies and procedures.

Ability to work cooperatively with administrative, supervisory and professional personnel, including the Board of Commissioners, their staff and staff of the President of the County Board.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of two (2) years professional work experience of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree in business management or public administration.

Three (3) years professional work experience dealing with elected officials and political processes in State and/or County government.

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.

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