

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0054
Job Title: Director of Community Development and Planning
Salary Grade: 24
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 1200028
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief and the President of the County Board consults with the Planning Chairman and the Board of Commissioners. Responsible for the overall function of the Department and supervises a professional staff in the preparation of an ongoing and comprehensive plan for the physical, social and economic betterment of Cook County land use. Develops policy and procedures, organizes, and directs departmental work in planning, economic development and community assistance. Coordinates all related plans and assists County and local officials in the solutions of specific, physical, social and economic problems. Develop and coordinates federal, and state grant programs for Cook County. Coordinates County planning programs and conducts, reviews and refers plans, programs and projects in conjunction with local and regional officials.

Key Responsibilities and Duties

Oversees the management of community infrastructure and economic development initiatives for Cook County funded by corporate and federal funds.

Maintains up-to-date and accurate information on all Federal, State and private foundation aid programs which are available for use by Cook County to enhance property and community development and determines proper uses for remaining unincorporated lands based on land use studies within all incorporated communities in Cook County.

Assists suburban governmental agencies and associations in the solving of specific physical and economic problems such as public transportation, flood control, etc.

Coordinates the activities of planning programs to ensure correct compliance with grant specifications and regulations.

Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies.

Formulates planning policies and programs for consideration and approval of the Bureau Chief and County Executives.

Assigns responsibility for individual projects to unit supervisors, coordinates projects involving more than one unit and reviews work in progress and approves work upon completion.

Evaluates effectiveness of projects under development and issues instructions governing their progress as needed.

Supervises consultants engaged in the preparation of highly specialized projects and studies.

Oversees the preparation, presentation, and control of the Department's annual budget and fiscal policies.

Knowledge, Skills and Abilities

Thorough knowledge of the purposes, methods and terminology used in urban planning, economic development, public assets and infrastructure.

Comprehensive knowledge of current methods used in the development and maintenance of planning studies.

Ability to prepare economic development and planning studies to formulate substantive recommendations for standards and programs in the development of the County.

Skilled in strong and effective communication, administration and management;

Ability to work with village, municipalities, State and County officials.

Knowledge of public policy and management, and its implementation.

Ability to conceptualize and implement new planning and economic development projects.

Exceptional writing and communication skills.

Knowledge of MS Office Suite and financial software program.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' experience in government administration, public service, law, economic development or related area **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate Degree.

Five (5) years' experience in government administration, public service, law, economic development.

Prior supervisory or managerial work experience.

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.