

# COUNTY OF COOK



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

Job Code: 5663  
Job Title: Deputy Director of Community Development and Planning  
Salary Grade: 24  
Bureau: Economic Development  
Department: Planning and Development  
Dept. Budget No. 013  
Position I.D. 1200030  
Shakman Exempt

## Characteristics of the Position

### General Overview

Under the supervision of the Director, assists in the development and implementation of various policies and procedures and coordinates the planning efforts related to the various grant programs in the Department of Community Development and Planning. Responsible for the overall strategic development, implementation, coordination and management of department grants and grant fund distribution to various communities and community agencies. Assists the Director to formulate and implement policies and procedures for funded programs, both current and future. Supervises staff assigned to the grant programs and provides direction to staff responsible for overseeing IDIS, database management and other systems for funded programs. Ensures managers are meeting program goals and State and Federal mandates. Represents the Director in confidential meetings related to key areas of responsibility and collaborates with grant recipients, providers and the local municipalities. Serves as liaison with HUD Chicago and Washington and other County Departments and Agencies, including the States Attorney's Office, Comptroller, Treasurer, Human Resources, Budget, Finance, Human Rights, and Purchasing. Provides oversight, management and policy development for grant programs including, but not limited to the Community Development Block Grant, HOME, and Emergency Shelter Grant programs, and County matching funds.

### Key Responsibilities and Duties

Provides oversight, management and policy development for grant programs including, but not limited to the Community Development Block Grant, HOME, and Emergency Shelter Grant programs, and County matching funds.

Evaluates applications and proposals requesting grant funding and prepares all public documents, citizen participation, project selection, monitoring and reports.

Ensures compliance with Federal regulations related to NSP, HOME, CDBG and other funded programs;

Develops policies governing grants and operation procedures. Prepares responses to outside auditors and HUD monitors.

Serves as liaison and representative with HUD Chicago and Washington and other County Departments and Agencies, including the States Attorney's Office, Comptroller, Treasurer, Human Resources, Budget, Finance, Human Rights, and Purchasing.

Assists the Director regarding fiscal management of each program that Deputy Director oversees, including the proper use of funds and timely expenditure.

Coordinates the Annual Action Plan, Consolidated Plan and Comprehensive Annual Performance Reports.

Supervises work progress, gives direction on projects, and approves final product of the assignments to staff.

Meets with elected officials as necessary to carry out programs goals and as assigned by Director.

**Knowledge, Skills and Abilities**

Thorough knowledge of Community Development practices and HUD funded programs relating to Housing and Community Development.

Skill in the collection, analysis and interpretation of statistical and demographic data.

Must possess professional judgment in dealing with sensitive and confidential matters.

Ability to assume responsibility, manage, supervise and coordinate professional staff in a variety of complex project and tasks including grants administration, community based planning, and research.

Excellent oral and written communication skills (including skills in preparing letters, memos and reports).

Excellent organizational, follow-up, and process improvement skills.

Ability to decipher federal regulations.

General knowledge of basic accounting principles, methods and procedures.

Fundamental knowledge of Microsoft Word, Excel and other software applications.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelors' Degree PLUS a minimum of three (3) years' work experience in planning development, community or industrial **OR**, an equivalent combination of education, training and experience.

**Preferred Qualifications**

Master's degree.

Five (5) years' experience working in community development, with HUD grants or other government funded.

**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.**