

COUNTY OF COOK



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

Job Code: 5664
Job Title: Deputy Director of Economic Development
Salary Grade: 24
Bureau: Economic Development
Department: Planning & Development
Dept. Budget No. 013
Position I.D. 1200031
Shakman Exempt

Characteristics of the Position

General Overview

Under the supervision of the Director, coordinates the overall economic development programming of the County. Develops policy, organizes and directs work of staff and conducts information gathering and research. Participates in problem-solving designed to facilitate economic development plans and programs. Identifies sources of grant monies for economic development programming and assists in the preparation of grant applications and the administration of successful grant requests. Consults with representatives of area economic development agencies, commercial, industrial and financial institutions in matters relating to the economic or industrial development of the County and coordinates economic development programs and activities, as well as maintains relationships with other officials, representatives of industry and community leaders. Supervises work progress, provides direction on projects, and approves final product of the assignments to staff in economic development unit.

Key Responsibilities and Duties

Determines strategy, feasibility and potential value of proposed projects and makes recommendations regarding prioritization.

Identifies, evaluates and inventories existing and potential industrial sites and facilities.

Gathers information and maintains a directory of businesses in the region.

Researches industry trends and development opportunities and recommends programs and incentives to ensure business and industries have the resources they need to remain viable and competitive.

Formulates economic development policies for consideration and approval of the Director and Bureau Chief.

Provides technical assistance to businesses and industrial communities seeking to maintain or expand their operations.

Periodically evaluates effectiveness of projects under development and reviews their progress as needed.

Supervises consultants engaged to assist in the preparation of specialized economic development studies.

Consults with representatives of area economic development agencies, commercial, industrial and financial institutions in matters relating to the economic or industrial development of the County and coordinates economic development programs and activities, as well as maintains relationships with other officials, representatives of industry and community leaders.

Keeps abreast of new sources of funding available.

Supervises work progress, provides direction on projects, and approves final product of the assignments to staff in economic development unit.

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

Knowledge, Skills and Abilities

Comprehensive knowledge of the purposes, methods and terminology used in economic development.

Thorough knowledge of techniques used to gather data for statistical analysis.

Thorough knowledge of economic development programs and incentives.

Considerable knowledge of cost benefit analysis theories and principles.

Working knowledge of Federal and State or grant programs available for economic development.

Ability to organize, plan, supervise and review the work of professional staff.

Ability to prepare economic development studies and to formulate substantive recommendations for overall economic development of the County.

Ability to work well with others; excellent interpersonal skills in dealing with staff, County Board Members.

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

Minimum Qualifications

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

Preferred Qualifications

Master's Degree.

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.