

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5661
Job Title: Deputy Bureau Chief
Salary Grade: 24
Bureau: Economic Development
Department: Office of Economic Development
Dept. Budget No. 027
Position I.D. 1200041
Shakman Exempt

Characteristics of the Position

General Overview

The Deputy Bureau Chief is an executive management position with direct participation and preparation of policy, strategic planning and operation direction for the Bureau. Provides direct oversight and preparation of economic development policy and strategic planning for the Bureau. The Deputy Bureau Chief assists in the overall management and direction of strategic economic development projects and initiatives as well as assists in strategic policy and program development for the Departments under the Bureau. Coordinates and directs strategic economic development programs for the Bureau. Directs the conduct of grant research opportunities and the writing of proposals. Oversees the development of contract specifications, coordination of the selection and negotiation process and the monitoring of consultants engaged in providing contracted services. Communicates Bureau goals and mission to managers, the general public, outside agencies and project consultants. Serves in a confidential advisory role and reports to the Bureau Chief of Economic Development.

Key Responsibilities and Duties

Provides direct participation in the preparation of policy, strategic planning and operation direction.

Consults with Chief and Deputy to plan, develop, design and execute programs, policies and procedures relative to the Bureau and the Department's overall goals and objectives.

Directs managerial staff in developing and implementing coordinated economic development projects.

Coordinates with management, staff and supervisory personnel to adhere to and accomplish legislative goals and objectives.

Establish long and short term goals and sets priorities for the Bureau.

Directs the conduct of research to gather information on proposed initiatives and special projects.

Analyzes and approves research findings and directs the preparation of reports and presentation of recommendations to Bureau Chief and department heads.

Directs the compilation of comprehensive operations and administrative reports for the Bureau including Departmental performance management reports.

Develops and recommends new goals and long-range planning strategies for the Personnel and Administrative Services Division relative to the overall mission and objectives of the Bureau.

Consults with Department Directors to design and coordinate operations to ensure the timely and effective delivery of services.

Knowledge, Skills and Abilities

Skill in recognizing areas of need and the ability to implement quick and sound policies in conjunction with Bureau Chief and Departmental Directors.

Ability to assume responsibility; manage, supervise and coordinate professional staff in a variety of projects.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Ability to work with others; excellent interpersonal skills.

Ability to assume responsibility for a variety of complex projects and tasks.

Knowledge of project organization, management, and control.

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

Comprehensive knowledge of management principles and practices.

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

Proficiency in Microsoft Office software including MS Word, Excel and PowerPoint.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years of business or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate degree.

Prior supervisory or managerial work experience.

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.