

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5659
Job Title: Bureau Chief
Salary Grade: 24
Bureau: Economic Development
Department: Office of Economic Development
Dept. Budget No. 027
Position I.D. 1200043
Shakman Exempt

Characteristics of the Position

General Overview

The Chief for the Bureau of Economic Development provides leadership, management and general oversight for the President's mission and strategy regarding Cook County economic development. The Chief of the Bureau of Economic Development is responsible for leadership and general oversight of four departments focused on creating jobs, supporting stable employment, and fostering an environment friendly to businesses. The Bureau Chief is charged with the development and implementation of policies as it relates to economic development, capital planning, building and zoning, and community development. Supervises, directs, plans and is responsible for the management and direction of the Bureau of Economic Development as authorized by the President. Supervises and directs all administrative actions in conformance with the laws, decisions and authorizations of the President and the Board. Attends all meetings of the County Board and its committees. Consults with department heads and the President, and reports to the County Board as required. Bureau Chief works collaboratively with constituent groups in setting priorities and carrying out the instructional and administrative goals and objectives of the Cook County Government.

Key Responsibilities and Duties

Consults with the County President and the Commissioners of the Cook County Board to recommend and discuss policies, procedures, goals and objectives, services, etc., relative to departments within the Bureau.

Provides leadership and planning in the development of new programs and initiatives in support of economic development in Cook County.

Provides leadership and assists suburban governmental agencies and associations in the solving of specific physical and economic problem.

Provides leadership and coordinates the development of regional economic development programs and initiatives.

Directs, plans, and implements policies, objectives, and activities of departments within the Bureau to ensure greatest impact on economic development in Cook County.

Analyzes departmental operations to evaluate performance and directs recommendations in areas of potential cost reduction, program improvement, or policy change.

Oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

Supervises the staff of the Office of Economic Development. Directs and reviews the activities of the staff; ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of County offices and applicable business administration. Ability to make policy recommendations.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Ability to develop, coordinate and implement programmatic changes. Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Thorough knowledge of internal control concepts and procedures. Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

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.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS eight (8) years' work experience in legal, business, urban planning, real estate or public administration.

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.