

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5660  
Job Title: Assistant Deputy Bureau Chief  
Salary Grade: 23  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200044  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the direction of the Bureau Chief, assists with the design, preparation, and implementation of policy, strategic planning as well as operational planning. Oversees the overall management and direction of the Bureau's Administration and Support Services units including Administration, Personnel, Communications, and Information Technology. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large. Provides administrative oversight in the management of special inter-departmental projects and performs related duties as required. In collaboration with Bureau Chief and department heads, responsible for compilation and analysis of annual budget and personnel matters. While serving in a confidential advisory role coordinates with department management, staff and supervisory personnel to accomplish goals and objectives of the Bureau of Economic Development. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large.

#### **Key Responsibilities and Duties**

Works in tandem with departments to assist with the planning and implementation of policies, objectives and activities of departments within the Bureau to ensure greatest impact on economic development in Cook County.

Directs the planning, coordination and implementation of administrative operations, communications, and information technology projects on behalf of the Bureau of Economic Development.

Evaluates departmental operations, identifies areas of deficiencies and oversees the development, modification and implementation of work standards, policies and procedures.

Provides technical assistance and serves as Bureau liaison to departmental managers and private consultants involved in program planning and implementation.

Serves as liaison with the County Bureau of Human Resources in coordinating all Human Resources related activities and functions on behalf of the Bureau to evaluate effectiveness and assist in the implementation of administrative procedures and policy changes to standardize policies across departments.

Directs the compilation of comprehensive operations and administrative reports for the departments under the Bureau of Economic Development.

### **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 Department Directors.

Ability to manage, supervise and coordinate professional staff for a variety of projects and tasks including administration, communications and information technology.

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

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

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

Experience developing and creating program manuals and reporting tools.

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

Ability to work well with others; excellent interpersonal skills in dealing with staff, County Board Members, elected and appointed officials, Federal, State, local officials and community based organizations.

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

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of business, public administration or urban planning

experience **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's or Juris Doctorate degree.

Prior supervisory or managerial 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.**

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