

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5726
Job Title: Deputy Executive Officer
Salary Grade: 23
Bureau: Bureau of Administration
Department: Office of the Medical Examiner
Dept. Budget No. 259
Position I.D. 1200544
Shakman Exempt

Characteristics of the Position

General Overview

The Deputy Executive Officer position functions as the Deputy Director to the Executive Officer. Assists the Executive Officer in the research, development and implementation of policies and programs. Works directly with the Executive Officer to effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Performs all purchasing duties and assists with the preparation of the annual budget request. May oversee contracts and agreements with the office to ensure compliance with local and State law as well as with departmental practice, policies and procedures. Assists in the supervision of various non-medical personnel, including but not limited to non-supervisory professional/technical and clerical/support staff and represents the office in union negotiations. Responsible for the referral of Sudden Infant Death Syndrome (SIDS) cases to State of Illinois and local health departments. Serves as a public relations liaison. Functions as Safety Coordinator for the Office. In the absence of the Executive Officer, assumes responsibility for supervising the day- to- day operations.

Key Responsibilities and Duties

Assists the Executive Officer in the research, development and implementation of policies and procedures.

Responsible for overseeing various administrative functions of the Office of the Medical Examiner.

Performs all purchasing duties for the Office of the Medical Examiner. Receives requests for equipment, services and supplies. Prepares correspondence, documents and forms required for the procurement of equipment, services and supplies for Pathology, Histology, Toxicology and general office use. Maintains inventories and other purchasing related files and records.

Functions as liaison to various contractors, suppliers and vendors as well as the County's Procurement Office, Chief Procurement Officer, Comptroller and Contract Compliance.

Works directly with the Executive Officer to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving.

Supervises the work activity of administrative, clerical and technical personnel.

May assign and review work, monitor work flow, approve time-off, prepare evaluations, initiate disciplinary action, etc.

May approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the office.

Prepares County Board Agenda items such as contracts for goods and services that amount to expenditures of \$100,000 or more. Prepares County Board Agenda items for Professional Services that amount to expenditures of \$25,000 or more. Maintains all pertinent files and including confidential records.

In the absence of the Executive Officer attends meetings and hearings before the Cook County Board of Commissioners, and other meetings where necessary.

May review confidential reports where applicable from the Inspector General and makes recommendations and/or implements procedures to address any sustained findings.

Processes union grievances and investigates the circumstances of complaints for all employees. Conducts initial hearings and presents management's case in grievance hearings. May conduct investigations of employee misconduct such as office and morgue theft.

Maintains financial control of approximately forty-five accounts payable accounts. Prepares vouchers for purchase orders and petty cash. Monitors account balances and executes fund transfers as needed. Updates statements of appropriations, expenditures and encumbrances daily.

Assists with preparation of the annual budget requests for the Office of the Medical Examiner. Prepares forecasts of expenditures and various budget related documents and forms. Interacts with representatives of the County Department of Budget and Management Services pertinent to budget preparation and calculation of work units.

Oversees the collection of revenue from cremation permits and autopsy report sales. Maintains and reconciles ledgers and journals for a variety of financial accounts including, but not limited to, office checking accounts.

Refers Sudden Infant Death Syndrome (SIDS) cases to State of Illinois and local health departments. Interacts and communicates with funeral directors, public administrators, Veterans Affairs Office and the news media.

Functions as Safety Coordinator for the Office. Prepares initial notification of employee accident or injury and submits to Department of Risk Management.

Knowledge, Skills and Abilities

Knowledge of modern supervisory practices with the skill and ability to supervise a large staff of employees including managerial, administrative and clerical personnel.

Strong communication skills, both verbal and written form.

Ability to develop, coordinate and implement policies and procedures for the office.

Ability to maintain the office's operation under budgetary constraints.

Ability to develop and implement an internal control structure and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to demonstrate tact and diplomacy in dealing with employee issues in a wide range of diverse situations.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Knowledge of modern management practices and techniques including budgeting, personnel management and procurement functions.

Ability to work independently and make decisions.

Knowledge of Microsoft Office Suite with the skill to create letters, memorandums and spreadsheets.

Ability to work in a morgue environment with close proximity to corpses and exposure to unpleasant sights and smells, blood and other body fluids.

This position may require 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 Bachelor's degree PLUS a minimum of three (3) years' experience in a medical examiner's office, coroner's office, pathology laboratory or other governmental agency **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree.

Five (5) years' experience in a medical examiner's office, coroner's office or pathology laboratory.

Experience using computer-based purchasing systems, such as J.D. Edwards.

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.

1/26/2012

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