

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 6412
Job Title: Bureau Chief
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 1400350
Shakman Exempt

Characteristics of the Position

General Overview

The Bureau Chief of Asset Management is responsible for the direction and management of the overarching strategy and direction for policies and standards in relation to the County's real estate, facilities, capital projects and asset management. Reports directly to the President or his/her designee and works directly and oversees the Bureau of Asset Management which consists of the Department of Facilities Management, Capital Planning and Policy, and Real Estate. The Bureau Chief of Asset Management will work with the Director of Facilities Management, Director of Capital Planning and Policy, and Director of Real Estate to develop plans to establish strategic platforms necessary to achieve various real estate, asset and business objectives and oversee asset management. The Bureau Chief of Asset Management will engage in the supervision of all aspects of asset management and manage the various departments and business units under his/her jurisdiction to establish and implement strategic plans in accordance with the President's vision and best practices, budgets, personnel management and project supervision regarding the County's facility, real estate and capital functions and needs. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management. Oversees, supervises and initiates policy development to carry out asset management goals and objectives. Supervises work progress, provides direction and conducts various reports as requested by the President. Responsible for setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

Key Responsibilities and Duties

Responsible for the overarching strategy of asset management in Cook County in relation to real estate management, capital projects and facilities management.

Formulates policies and strategic plans.

Develops asset management strategy and objectives with the President and Bureau Directors.

Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management.

Evaluates the effectiveness of various asset related programs, policies and projects.

Identifies and determines direction of development and implementation of process related to asset management, including property acquisition, facility management, lease options, capital projects, etc.

Influences business decisions in relation to real estate asset management.

Serves as a mentor and supervisor of the asset management team, which includes but is not limited to the Director of Real Estate, Director of Capital Planning and Director of Facilities Management.

Exercises knowledge of business requirements related to strategic plans.

Exercises global understanding and influences technical and business issues related to real estate asset management and operations.

Supervises work progress, provides direction and technical assistance and approves reports prepared by staff.

Evaluates and assists in budget preparation for all departments providing real estate asset management services and operations.

Knowledge, Skills and Abilities

Ability to communicate effectively and professionally.

Ability to conceive and implement new plans, policies and projects.

Skill in monitoring and assessing the performance of individuals, programs and contracted services.

Strong oral, interpersonal and written communication skills.

Ability to use good judgment, ability to train, direct and motivate others.

Knowledge of budgeting.

Ability to act independently to resolve problems and recommend solutions.

Innovative and conceptual thinker.

Knowledge of Microsoft Office Suite.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree plus five (5) years' of experience working in real estate, construction management, or facilities management.

Preferred Qualifications

Master's Degree in business administration or related field.

Real Estate License.

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.

Revised: 10/17/14