

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0254
Job Title: Business Manager IV
Salary Grade: 23
Bureau: Technology
Department: Enterprise Technology
Dept. Budget No 009
Position I.D. 1400689
Shakman Exempt

Characteristics of the Position

General Overview

The Business Manager IV is an executive management position with direct participation in the preparation of strategic financial planning and operations. Under the direction of the Chief Information Officer or designee, assists and advises the Chief Information Officer on various operational activities, including but not limited to procurement related functions for the Bureau of Technology and preparation of the Bureau of Technology's annual appropriation request. Works with the Chief Information Officer or designee in prioritizing capital requests and various procurements for operational and appropriation planning. Assists the Chief Information Officer in establishing financial and operational policies and procedures for the Bureau of Technology. Monitors cost efficiency, accuracy and timeliness of operations and projects as it relates to any budget related issues. Meets with the Chief Information Officer and Bureau of Technology Directors on a regular basis to develop strategic financial and procurement plans and policies as required and serves in a confidential advisory role to the Chief Information Officer. Supervises various administrative staff.

Key Responsibilities and Duties

Prepares annual appropriation request in consultation with the Chief Information Officer and prepares related financial policies and procedures.

Reviews project work plans and capital requests to ensure appropriate funding sources and that the projects are prioritized in accordance with policy initiatives as may be required.

Works directly with the Chief Information Officer or designee to prioritize capital requests and various procurements for operational and appropriation planning.

Manages Bureau purchasing operations and analyzes spending to maintain a balanced budget, approves procurements in accordance with the County's procurement rules, administers billing and payment procedures for Bureau related contracts.

Manages accounts payable functions and departmental payroll.

Supervises and coordinates activities of various administrative staff.

Assists Chief Information Officer or his or her designee in the formulation of various Bureau operational and financial policies and procedures.

Aids in preparation and performance of special financial studies and reports out on various financial and business related matters to the Chief Information Officer.

Confers with top executives in the Bureau and other County departments. Manages financial operations in accordance with capital requests, grant development and expenditures and confers representative of State, federal and local agencies.

Establishes long and short term financial goals and priorities for the Bureau in consultation with the Chief Information Officer.

Manages and generates reports from analysis of research or investigation.

Knowledge, Skills and Abilities

Knowledge of modern business systems accounting practices as they relate to large scale organizations.

Skilled in business management.

Ability to plan, direct, coordinate, and supervise activities of staff and to receive cooperation of other county executives and administrators.

Knowledge of County procurement policies and practices.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of four (4) years' experience in finance, public administration, business, purchasing or corporate transactions **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's 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.