

COUNTY OF COOK



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

Job Code: 6305
Job Title: Director of Strategic Planning and Policy
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500/501
Position I.D. 1400732
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Cook County Board President and the Superintendent of Transportation and Highways (“Superintendent”), leads the development of Cook County’s strategic transportation plans, studies and policies. Oversees the formulation of policy initiatives and positions for the County with respect to the transportation and development initiatives of other units of local, state and federal government. Ensures that the County’s strategic transportation plans, studies and policies are supportive of the County Board President’s strategic initiatives, support more efficient land development patterns and community and economic development plans and projects. Represents Cook County on planning processes conducted by other units of government and/or private entities to align the various transportation plans and/or initiatives. Serves as the Superintendent’s and Board President’s liaison to various units of local, state and federal government; community and economic development agencies; and commercial, industrial and financial institutions relative to planned or proposed transportation infrastructure improvements. Coordinates the preparation of competitive transportation grant applications to federal, state and regional programs. Supervises work progress, provides direction and approves final projects prepared by staff and consultants assigned to the Transportation and Highways Strategic Planning Division.

Key Responsibilities and Duties

Serves as the Superintendent's and County Board President's advisor in relation to transportation planning.

Works with the President and her designees to determine the County's strategic transportation plan.

Oversees the preparation of strategic transportation plans, studies, programs and policies for the consideration and approval of the Superintendent of Transportation and Highways and the Cook County Board President.

Formulates policy initiatives relative to transportation and development, programs and projects of federal, state, regional and local governments for the consideration and approval of the Superintendent of Transportation and Highways and the President as well as the Cook County Board when required.

Promotes the quality of life and economic vitality of Cook County by ensuring that the County's strategic plan for transportation planning promotes efficient patterns of development, community benefits and economic growth.

Evaluates the effectiveness of programs, policies and projects.

Serves as a Departmental and President representative to initiatives carried out by federal, state, regional, sub-regional and local governments or private agencies.

Assists suburban governmental agencies, units of government and associations in addressing specific transportation related concerns, communicates the County Board President's position on transportation initiatives and serves as the President's liaison to maintain and develop relationships to foster greater openness and opportunities for collaboration.

Pursues new federal, state, regional and private resources to advance the goals of Cook County and the Department of Transportation and Highways.

Manages the program, staff and budget of the Strategic Planning and Policy Division

Directs the work of consultants by defining the scope of their services and providing oversight and guidance in plan development, analyses and the production of interim and final deliverables.

Knowledge, Skills and Abilities

Knowledge of concepts and methods used in transportation and urban planning, community and economic development and public policy.

Comprehensive understanding of the design and implementation of transportation plans and studies.

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

Ability to identify the strengths and/or weaknesses of alternative transportation and/or planning and make recommendations regarding strategic approaches.

Skill in the analysis, interpretation and application of relevant data.

Strong oral and written communication skills.

Ability to work with municipal, county, regional, state and federal officials.

Skill in motivating, developing and directing staff.

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

Skill in financial management.

Knowledge of Microsoft Office Suite.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree.

Three (3) years' experience in the field of transportation, urban planning, community and economic development, government administration or the practice of law.

Two (2) years' experience in working for or with a unit of state, local or federal government.

Preferred Qualifications

Masters or Juris Doctorate Degree.

Three years' 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.