COUNTY OF COOK

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

Job Code:	6235
Job Title:	Deputy Bureau Chief
Salary Grade:	24
Bureau:	Asset Management
Department:	Asset Management
Dept. Budget No.	031
Position I.D.	1400745
Shakman Exempt	

Characteristics of the Position

General Overview

Responsible for working with the Bureau Chief and assisting in the development 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 Bureau Chief and assists the Bureau Chief in the management and supervision of the departments and business units under the jurisdiction of the Bureau. Assists in designing and developing effective strategies for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of asset management policies and Bureau administrative functions. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County asset management activities as required or directed by the Bureau Chief. Assists in the supervision of work progress, provides direction and conducts various reports as requested by the President or the Bureau Chief. Assists in determining and setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

Key Responsibilities and Duties

Responsible for assisting in the development of the overarching strategy of asset management in Cook County.

Assists in ensuring efficient operation among departments and business units within the Bureau

and recommending organizational administrative changes aimed at achieving an optimal level of operating efficiency.

Assists the Bureau Chief in the development of asset management strategies, policies and objectives.

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 advises on the direction of development and implementation of process related to asset management, including property acquisition, facility management, lease options, and capital projects.

Influences business decisions in relation to real estate asset management.

Exercises knowledge of business requirements related to strategic plans.

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.

Assumes responsibility for designated projects requiring oversight at the Bureau level; meets with department heads and officials to monitor various projects, assess progress in light of goals and objectives and convey information and directives from the Bureau Chief.

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 three (3) years' of experience working in real estate, construction management, facilities management, public administration or business adminstration.

Preferred Qualifications

Master's Degree in business administration or related field.

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 12/12/14