

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 6792
Job Title: Aide to the Commissioner II
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Cook County Board of Commissioners
Dept. Budget No. 081 through 097
Position I.D. See Cook County Employment Plan, Exempt List, Exhibit B
Shakman Exempt

Characteristics of the Position

General Overview

Serve as an executive advisor to the Cook County Board Commissioner and assists the Commissioner in the development of policies, programs, and ordinances. May work directly with other elected officials or their staff, department heads and bureau chiefs as needed or directed. Serve as the governmental affairs and legislative advisor to the Commissioner regarding federal, state or local legislative matters and initiatives. Works with the Commissioner to coordinate the Commissioner's approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the Commissioner's positions on various legislations, initiatives, and proposals. Prepares confidential memoranda, reports and materials of records for the Commissioner to assist in setting policy and making decisions concerning legislative initiatives. Draft correspondence and statements as directed. May assist in conducting research regarding programs and legislation. Works in concert with other Cook County departments and officials in order to exchange knowledge and assist in legislative, policy or program development on behalf of the Commissioner. Assist the Commissioner with constituent and community concerns and outreach as directed. Act as a personal representative or liaison on behalf of the Commissioner to bridge issues of common concern between professional staff, management and support operations. Engages in supervisory responsibilities as assigned by the Commissioner. Performs special projects and assignments as directed.

Other duties may be assigned as directed by the Commissioner including but not limited to administrative, supervisory, legislative and scheduling duties. Said duties shall be assigned in a manner that is commensurate with the candidate's background, experience and qualifications, including preferred qualifications. Due to the small size of the Commissioner's staff, all staff members are expected to assist one another as needed in any task to ensure the efficient and effective functioning of the office and to serve constituent needs.

Key Responsibilities and Duties

Aid in the research and development of legislation, policy and special initiatives as requested by the Cook County Commissioner.

Compose speeches, public statements, reports, memoranda, and/or correspondence for Commissioner.

Perform necessary business functions for the Cook County Commissioner, including creating policies and procedures for the Commissioner's Office or County Committee and assisting with the development of the Commissioner's Office budget.

Act as a liaison of the Commissioner to other elected officials, federal, local or state agency department heads, and community organizations and other stakeholders on issues affecting the Commissioner's district.

Assign various operational tasks to internal staff as requested by the Cook County Commissioner.

Interact with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Cook County Commissioner.

Oversee special projects assigned by the Cook County Commissioner.

Coordinates executive itineraries and agendas, as directed.

Assist with constituent and community outreach including Commissioner's brochures, mail, website and other media.

Knowledge, Skills and Abilities

Ability to understand the Cook County Board of Commissioners legislative process and procedure

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to others as directed.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to plan, direct, coordinate and supervise activities.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

High School Diploma or General Education Development (GED) certification PLUS five (5) years of full-time equivalent work experience in public or non-profit administration, business administration, public relations, marketing, community outreach, community or union organizing, communications, or legislative or public policy analysis **OR** graduation from an accredited college or university with a Bachelor's Degree.

Preferred Qualifications

Master's Degree or Juris Doctorate.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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.