

COUNTY OF COOK



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

Job Code: 0263
Job Title: Director
Salary Grade: 24
Bureau: Finance
Department: Revenue
Dept. Budget No. 007
Position I.D. 9200001
Shakman Exempt

Characteristics of the Position

General Overview

Responsible for the billing and collection of business and individual taxes and fees and licenses in Cook County. Enforces the compliance of all applicable ordinances and maintains the 30 year Real Estate Open File. Researches and advises Cook County Board President on new taxes and fees. Provides revenue collection information to various offices. Oversees the hiring, direction and evaluation of Department of Revenue staff (including temporary workers). Advises President, County Board, Comptroller and Chief Financial Officer in related matters and assists in the formation, interpretation and development of revenue policy.

Key Responsibilities and Duties

Sets policy regarding enforcement of taxes and collection procedures for Cook County Government.

Researches, evaluates and estimates fiscal impact of new taxes, fees and fines. Makes recommendations to the President and County Board on same.

Oversees, manages and directs the work of Revenue Department employees (including temporary and seasonal workers). Coordinates the duties of the staff within the divisions of the department.

Interfaces and consults with senior Administration personnel regarding various fiscal matters.

Knowledge, Skills and Abilities

Knowledge of governing ordinances, government finance, revenue and tax laws.

Knowledge of County administrative structure and other government entities.

Skilled in public speaking, management of resources, writing and math.

Ability to quickly assess situations and make decisions.

Ability to interface with a wide variety of public officials, industry representatives and individual taxpayers.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of five (5) years' progressively responsible experience in an operational capacity **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Finance or Business Administration.

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.