

# COUNTY OF COOK



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

Job Code: 5205  
Job Title: Deputy Director  
Salary Grade: 24  
Bureau: Finance  
Department: Revenue  
Dept. Budget No. 007  
Position I.D. 9500012  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Assists the Director of Revenue with the efficient management of all operations, infrastructure, and staff. Oversees and ensures that all statutory and strategic mandates related to the Department of Revenue are fulfilled.

### **Key Responsibilities and Duties**

Assists with setting policy regarding enforcement of taxes and collection procedures for Cook County Government.

Assists the Director of Revenue with researching, evaluating and estimating the fiscal impact of new taxes, fees and fines. Makes recommendations to the Director of Revenue.

Assists the Director with the planning, organization, and implementation of all operational and strategic initiatives.

Oversees the administration of personnel functions associated with the Department of Revenue: prepares employee evaluations, approves time off, responsible for training of all employees.

### **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 three (3) years of 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.

Five (5) years of experience in public sector operations.

**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.**