

COUNTY OF COOK



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

Job Code: 0253
Job Title: Business Manager III
Salary Grade: 22
Bureau: Finance
Department: Revenue
Dept. Budget No. 007
Position I.D. 9500029
Shakman Exempt

Characteristics of the Position

General Overview

Plans, directs and coordinates all activities of a large technical and clerical staff. Helps Director of the department establish policies and procedures relevant to all units within the Revenue Department. Reviews and evaluates all facets of departmental operations, acts in an advisory capacity, and provides technical assistance to other major administrative officials in preparation of budgets and implementation of new policies and procedures. Serves in a confidential role to the Director.

Key Responsibilities and Duties

Supervises and coordinates activities of a large technical staff.

Reviews reports and takes action to follow-up deficiencies in operations.

Assists Director in formulation of new departmental policies and procedures.

Aids in preparation of budgets and performance of special financial studies.

Confers with top administrative officials of department regarding matters that may be confidential in nature.

Performs service on an inter/intra governmental level in the area of finance and legislation as it pertains to health matters (federal, state & local).

Serves as E.E.O.C. Enforcement Officer for the Department.

As assigned, represents the Department at related conferences.

Knowledge, Skills and Abilities

Knowledge of all systems and procedures employed in the department of Revenue.

Knowledge of modern business systems accounting practices as they relate to large scale organizations.

Skilled in business management.

High degree of decision making ability.

Ability to plan, direct, coordinate, and supervise activities of technical and clerical staff and to receive cooperation of other county executives and administrators.

Minimum Qualifications

Graduation from an accredited college or university PLUS a minimum of four (4) years' experience in public administration, business, purchasing or corporate transaction **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Prior supervisory or managerial work experience.

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.