

## COUNTY OF COOK



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

Job Code: 4771  
Job Title: Deputy Chief of Staff  
Salary Grade: 24  
Bureau: Office of the President  
Department: Office of the President  
Dept. Budget No. 010  
Position I.D. 9500086  
Shakman Exempt

### **Characteristics of the Position**

Assists the Chief of Staff and President with the oversight of departments under the jurisdiction of the County Board President. Assists the Chief of Staff in the development of policies, programs and other executive functions. Develops policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Supervises instructs and directs the work activities of administrative staff in the office of the President as authorized by the Chief of Staff. Works directly with the department heads as directed by the Chief of Staff to effectively utilize appropriated funds and to coordinate approaches to problem solving.

### **Key Responsibilities and Duties**

Assists the Chief of Staff and President in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief of Staff and oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Office of the President.

May be requested to approve payroll sheets, requisitions and determine appropriateness of major purchases to meet the operational needs of the department.

Ensures that the department has the necessary resources to perform duties and fulfill all expectations.

Assigns confidential/special work projects to County departments as authorized by the President or Chief of Staff in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief of Staff with reviewing the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

Supervises the staff of the Office of the President as directed by the Chief of Staff. Directs and reviews the activities of the staff; ensures confidentiality is maintained.

### **Knowledge, Skills and Abilities**

Knowledge of County offices and applicable business administration. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate, through written document. Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Knowledge of political processes in State and County government.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of executive administration, legislative or legal experience.

### **Preferred Qualifications**

Master's or Juris Doctorate Degree.

Professional work experience working on behalf of or working with various governmental agencies.

**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.**







