

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 0052
Job Title: Chief Administrative Officer
Salary Grade: 24
Bureau: Bureau of Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500105
Shakman Exempt

Characteristics of the Position

General Overview

The Chief Administrative Officer for the Bureau of Administration is responsible for the general oversight of fourteen (14) agencies and departments which provides administrative support within county government and/or provides certain public services to the people of Cook County. The Chief Administrative Officer supervises, directs, plans and is responsible for the management and direction of the Bureau of Administration. He/she receives the authority directly from the President and the County Board. Supervises and directs all administrative actions in conformance with the laws, decisions and authorizations of the President and the Board. Attends all meetings of the County Board and its committees. Consults with department heads and the President and reports to the County Board as required.

Key Responsibilities and Duties

Consults with the County President and the Commissioners of the Cook County Board to recommend and discuss policies, procedures, goals and objectives, services etc. relative to departments with the Bureau.

Develops recommendations concerning inefficient procedures in order to rectify any existing or expected problems and concerns.

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 Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews 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 Chief Administrative Officer.

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 thoroughly written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

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

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years' experience in government administration, public service or law **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Public Administration, Business or Finance.

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.