

COUNTY OF COOK



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

Job Code: 0295
Job Title: Administrative Analyst V
Salary Grade: 23
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9500109
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer and department heads with the development of budgets, the development of policies, programs and other administrative functions relative to assigned agencies with the Bureau of Administration. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality. Represents the Chief Administrative Officer on the Employee Injury Compensation Committee. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Reviews and approves Cook County Board agenda items related to the departments in the Bureau of Administration. Works directly with department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Coordinates special projects.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that County policies are enforced.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer and ensure confidentiality.

Coordinates management reports submitted by all departments under the Bureau to monitor departmental progress and ensure compliance with County policies.

Acts as the Human Resources liaison. Coordinates documents, policies and procedures for hiring personnel within the Bureau of Administration. Ensures that the County adheres to policies, particularly the Shakman Decree.

Coordinates special projects such as the Charity Drives, Food Drives, Coat Drive and United Negro College Fund.

Knowledge, Skills and Abilities

Knowledge of the Cook County Government's function and purpose.

Extensive knowledge of policies and procedures governing the County. Ability to make policy recommendations.

Ability to develop, coordinate and implement programmatic changes.

Ability to use discretion in handling confidential information.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situation.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons and other county agencies in resolving issues of a sensitive nature.

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts and take appropriate action.

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

Excellent writing skills, ability to clearly articulate written documents.

Ability to demonstrate administrative and supervisory skills.

Ability to manage multiple projects effectively.

Minimum Qualifications

High School Diploma or GED Certificate PLUS a minimum of one (1) year of professional administrative experience **OR** graduation from an accredited college of university with a Bachelor's Degree.

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience including experience with budget development and tracking.

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.