

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5590
Job Title: Deputy Director Application Management and Development
Salary Grade: 24
Bureau: Technology
Department: Enterprise Technology
Dept. Budget No. 009
Position I.D. 9500167
Shakman Exempt

Characteristics of the Position

General Overview

The Deputy Director of Application Development and Management is an executive management position with direct participation and preparation of policy, strategic planning and operation direction and consults and assist the Director in all activities associated with computer data processing for all agencies and departments within Cook County government. The Deputy works through section directors to plan, organize and administer all activities of the division. The Deputy serves in a confidential advisory role to the Chief Information Officer and Director. The Deputy would be the authorized representative in the absence of the Director.

Key Responsibilities and Duties

Assists in the coordination of Systems Development, Policy and Programming in the scheduling of assignments of tasks to department staff.

Reviews project work plans and prioritizes them for completion.

Assists in the evaluation of new hardware and software technology, recommending purchase of upgrades and enhancements to existing systems.

Prepares budgets and related financial documents.

Establishes long and short terms goals and priorities for the division.
Reviews employee performance and coordinates plans for training.

Responds to and resolves complaints dealing with division personnel or service delivery.

Researches industry practices and recommends effective applications of information processing technology and resources.

Writes reports from analysis of research or investigation.

Works with confidential and sensitive documents related to County-wide usage of computerized systems, security matters related to access and maintenance of data on the County computer systems, and personnel issues.

Knowledge, Skills and Abilities

Knowledge of current computer and electronic data processing systems and technology solutions to business problems. Knowledge of system analysis, computer programming and computer operations.

Excellent verbal and written communication skills with demonstrated management and supervisory abilities.

Ability to establish excellent working relationships with individuals inside and outside of County government at the executive, technical, managerial and supervisory levels.

Ability to prepare annual and quarterly budget and expenditure reports and the ability to estimate resource requirements (staffing and system equipment) and cost of maintaining production services.

Ability to plan, direct and coordinate the myriad operational details and projects within the AMD organization and ensure the competent completion of all assigned tasks.

Minimum Qualifications

Bachelor's Degree and five (5) years data processing experience PLUS a minimum of two (2) years in computer operations supervision and management **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Masters' Degree in Computer Science or Information Technology or related field with information systems focus (i.e. Business Administration, Engineering).

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.