

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0056  
Job Title: Project Director  
Salary Grade: 22  
Bureau: Economic Development  
Department: Planning and Development  
Dept. Budget No. 013  
Position I.D. No. 9500236  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Functions in the capacity of Project Director with an emphasis upon research for program development for the Department of Planning and Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Department and strategies for economic and community development for the County at-large. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County.

#### **Key Responsibilities and Duties**

Interprets, evaluates and manages research into public access program objective and achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short range projects related to housing, homelessness, economic development, and community development.

Oversees program execution and ensures established program goals and objectives are met.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Designs, implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to insure that the County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its numerous programs and projects.

Prepares narratives and statistical program status report.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote department programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of assignments.

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

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing; supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning, transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology and techniques.

Must possess excellent writing skills in preparing letters, memos and reports.

Ability to operate computers; PC based software, GIS utilization and interpretation, various data base programs; manage/update data bases.

This position may require traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' work experience in community development or planning **OR** an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's degree.

Five (5) years' experience in community development or planning.

**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.**