

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Finance
Department: Budget and Management Services
Dept. Budget No. 014
Position I.D. 9500254
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Deputy Director in terms of overall responsibility to the department and its delivery of technical and operational services. Directs and supervises the day to day activity of professional and clerical staff. Meets and consults with County officials and department heads concerning budgetary matters. Personally handles complex problems, intricate research and study. Aids in the development of policy as it relates operations. Performs highly complex analysis, evaluation, and review of financial condition, revenues and expenditures of Cook County funds. Coordinates the work with Director in the preparation of the annual budget at all levels. Performs in the acting capacity as Budget Director in his/her absence or when that position is vacant.

Key Responsibilities and Duties

Assists the Director with planning, organizing and implementing each phase of the budgetary process leading to completion of the Annual Appropriation Bill.

Directs and supervises work activity of professional and clerical staff; delegates responsibility for completing various projects to supervisory personnel.

Administers personnel functions of department; prepares employee evaluations, approves time off; responsible for training of clerical employees.

Attends meetings with department heads and County officials concerning budgetary matters; represents Budget and Management Services Director in Director's absence.

Oversees the review of purchase requisitions to verify that purchase orders submitted by County Departments are being charged to the proper object account, audits capital outlay requisitions to verify that the correct number and fixed asset items requested were approved.

Coordinates the distribution of budgetary forms to all departments of County government; provides assistance and monitors progress to assure prompt completion of forms.

Supervises Budget Analysts preparation of budget analysis of funds requested report for each unit of County government; reviews completed reports to assure that the data is accurate and presented properly for use by the President of the Cook County Board during Executive Budget Hearings.

Coordinates the production of the budget book to make sure that all information that is disclosed is accurate and correct.

Determines the potential cost and/or savings of projects.

Participates in confidential meetings and discussions relative to these and other matters.

Knowledge, Skills and Abilities

Knowledge of structure of Cook County Government including organization, administration and functions of the various departments, boards, commissioners and committees.

Through knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Through knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Skills in the management of other professional engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' of experience in the administration, analysis and review of budgetary, revenue or other financial resources **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in the administration, analysis and review of budgetary, revenue or other financial resources.

Prior supervisory or managerial work experience.

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.