

COUNTY OF COOK



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

Job Code: 0112
Job Title: Director of Financial Control III
Salary Grade: 23
Bureau: Office of the President
Department: Homeland Security & Emergency Management
Dept. Budget No. 265
Position I.D. 9500263
Shakman Exempt

Characteristics of the Position

General Overview

This position reports directly to the Executive Director of Cook County DHSEM. This senior member of the staff handles the more complex and critical elements of reviewing the department's budgetary requests and will provide concise and timely information for presentation and review of the Emergency Management preparedness Grant (EMPG) and the County annual budget. Assists with the tracking and preparing of reports of financial expenditures during disasters, emergencies, exercises, training and activation of the Cook County EOC. Assumes primary responsibility for key areas of the department such as developing replacement policy for specialized categories of equipment.

Key Responsibilities and Duties

Meets with the Executive Director of DHSEM to offer assistance on special projects and discusses changes in the preparation of the budget.

Responsible for presentation, compilation and analysis of five year capital improvement program; including review of cash flow projections.

Provides support for the Capital Equipment Review Committee as it relates to capital equipment for the DHSEM. Produces detailed and summary reports on expenditure history; requests of equipment by account, department and bureau.

Develops replacement policy for particular equipment categories including vehicles, PC's and institutional equipment.

Responsible for capital equipment procurement procedures as they apply to the budget department.

Assists other DHSEM staff members (analysts) in Management Information Services (MIS) functions, such as data entry, reading of reports and the ordering of reports.

Performs special project analysis on costing services; such as exercises and training initiatives.

Serves as a direct liaison between DHSEM and MIS and attends all meetings with MIS analysts and programmers.

Assists the Executive Director in all financial aspects related to the Emergency Management Preparedness Grant (EMPG).

Coordinates extensively with the Executive Director of DHSEM in the annual budget formation each fiscal year. Analyze the annual DHSEM budget requests and prepare preliminary budget. This includes verifying each budget requests to determine the validity and justification for the dollars requested.

Review, recommend and initiate various methods, policies and procedures for enhancing budget preparation and analysis.

Responsible for heavy data entry at certain times during the budget cycle, particularly the reclassification of positions.

Knowledge, Skills and Abilities

Advanced administrative knowledge of modern principles and practices governing fiscal and business management as well as policies, procedures and ordinances.

Ability to plan, organize, direct and evaluate fiscal projects and to recommend constructive improvements.

Ability to interact with department heads and elected officials.

Knowledge of accounting principles.

Through knowledge of Accounts Payable department operations.

Ability to supervise employees and resolve conflicts.

Ability to resolve payment issues with vendors.

Sound organizational skills.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

Ability to work under extremely stressful situations and handle multiple tasks over an extended period of time.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Ability to make independent and accurate decisions in difficult matters with tact and courtesy.

Skilled in utilizing professional judgment in dealing with Cook County, local, state and federal agencies and other professionals in the field of emergency management.

Knowledge of operational planning, policies, protocols and procedures

Proficient computer skills.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree in accounting or finance.

Five (5) or more years' experience in an accounting or finance function.

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.