

COUNTY OF COOK



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

Job Code: 0040
Job Title: Secretary to the Cook County Board of Commissioners
Salary Grade: 24
Bureau: Cook County Board of Commissioners
Department: Office of the Secretary to the Board
Dept. Budget No. 018
Position I.D. 9500443
Shakman Exempt

Characteristics of the Position

General Overview

As Secretary to the Cook County Board of Commissioners, this individual performs duties for the President and the seventeen-member Board of Commissioners as they relate to the operations of all County Board and Committee meetings. Attends all meetings of the Board of Commissioners, reads all correspondence from various County agencies, general public, public interest groups, press and vendors who have inquiries directed to the County Board for action or consideration. Prepares notes, memoranda, supervises the recording of minutes and other records required to be preserved and maintained by the County Board for future reference. Serves as a liaison with the County Clerk's Office (Clerk of the Board) and handles drafting of resolutions and ordinances and certain lobbying needs for the President's Office. Provides administrative support for the seventeen commissioners and their staff. Provides direct and confidential responses to the President and County Commissioners on issues current or pending litigation that impact the County Board. Supervises a professional staff of support personnel engaged in the logistics of documenting, recording, expediting and facilitating issues and matters pertaining to the above. May serve as the Parliamentarian for the President and the Board of Commissioners as well as an Open Meetings Act designee.

Key Responsibilities and Duties

Works closely with the following: President of the Board, County Commissioners, Chairpersons of the various committees, elected officials and department heads and the County Clerk's office, often in a confidential capacity to prepare and present the various agendas for consideration before the County Board.

Works closely with the Chairman, the Directors and Chairpersons of the various committees and the administrative often in a confidential capacity to prepare and present the various agendas for consideration. Provides support often in a confidential capacity for the functions of the various committees including, but not limited to meeting notices, agendas and reporting of proceedings.

Assists every Commissioners' office in the processing of all routine office functions, including payroll, personnel transactions, accounts payable, rent and utilities of district offices, mail and reception assistance. Maintains several accounts to support the Commissioners' national and regional leadership activities.

Answers inquiries as requested by the President and County Board from records, notes and memoranda.

Advises and informs the President and Board members as to all communications, inquiries, requests and requisitions from the various County Departments, general public, public interest groups and press for the necessary action of the County Board. Handles all related Freedom of Information Act requests.

Oversees the preparation of new items agendas for Board meetings; handles contacts with other departments and elected officials as to agenda items; writes resolutions and ordinances for the President and the Commissioners.

Responsible for administrative functions of the office, such as mailing and distribution of notices, agendas for County agencies and the general public; maintains a summons diary and general support of all County Commissioners.

Attends committee meetings and alerts the President to the concerns or problems Commissioners may have regarding Cook County.

Directs and supervises support staff and related operations which include monitoring proposed legislation in the General Assembly, purchasing and payroll for the department, budget, etc.

Formulates and implements policy as needed.

Knowledge, Skills and Abilities

Thorough knowledge and understanding of the statutes, laws, ordinances and regulations governing the Cook County Board.

Skill and ability in communicating with professionals, elected officials, the public and diverse groups.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of word-processor, PC software and other computerized programs to manage and generate information, reports, letters, etc.

Ability to work cooperatively with administrative, supervisory and professional personnel, including the Board of Commissioners, their staff and staff of the President of the County Board.

Ability to compose original documents and interpret official records.

Ability to work independently on difficult matters as they pertain to the President's Office and the County Board.

Knowledge of government procedures, protocols, issues and public resources; ability to supervise a diverse support staff engaged in a variety of administrative and operational tasks.

Minimum Qualifications

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

Preferred Qualifications

Juris Doctorate or Master's degree in Business Management or Public Administration.

Work experience in a government setting dealing with elected officials and political processes in State and/or County government.

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.