

COUNTY OF COOK



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

Job Code: 6236
Job Title: Aide to the President
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. No. 9500512
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President, provides diverse, supportive and complex assistance. Prepares highly confidential memoranda, reports and materials of records and affairs. Prepares confidential memoranda and materials pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, Department Heads and as otherwise directed. Responsible for determining and managing the President's executive itinerary, meeting agendas and event attendance records. Preparation various types of correspondence and reports including but not limited to confidential correspondence and matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly affecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. Assigns various operational tasks to Department Heads as determined by the Aide to the President or at the request of the President. Acts as a personal representative or liaison on behalf of the President to bridge issues of common concern between professional staff, management and support operations. Assumes primary supervisory responsibility for oversight of select programs, functions, tasks, personnel and projects as directed. Investigates operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and may perform research for the development of policy and procedures for the office and departments under the jurisdiction of the President. May engage in supervisory responsibility for all necessary business functions of the Department and supervise support staff personnel on all aspects of office related business. May oversee employees' time and attendance records in connection with payroll processing and other County personnel matters.

Key Responsibilities and Duties

Provides executive assistance directly to the President and prepares and maintains highly confidential records, correspondence, agendas, files, and schedules.

Assists in determining and managing the President's executive itinerary, coordinates meeting, prepares meeting agendas and maintains event attendance records. .

Provides analytical and specialized administrative support to assist with complex duties and details..

Responsible for initiating high level contacts of a complex nature..

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the department.

Interacts with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the President.

Oversees special projects assigned by the President.

Performs necessary business functions for the department, including creating policies and procedures.

Conducts and/or supervising payroll and timekeeping functions.

Evaluates office production ,reviews and revises procedures, and creates new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Assists in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Acts as a liaison to officials and department heads in order to exchange information and/or obtain approval/signatures.

Directly assigns various operational tasks to Department Heads or as requested by the President.

Aides in the research and development of policy and special initiatives as requested by the President.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment. High degree of decision-making ability.

Ability to plan, direct, coordinate and supervise activities of technical and clerical staff and to solicit the cooperation of other County executives and administrators.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff and Department Heads.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' of experience in a responsible administrative role within an executive office environment **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a Master's Degree.

Experience supporting a senior executive.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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.