

## COUNTY OF COOK



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

Job Code: 0081  
Job Title: Director  
Salary Grade: 24  
Bureau: Finance  
Department: Office of Contract Compliance  
Dept. Budget No. 022  
Position I.D. 9500514  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

In accordance with and as authorized by the Cook County Minority Business Enterprise Ordinance, directs coordinates and supervises all activities of staff to insure responsibilities are carried out accurately and that goals and objectives of the Ordinance are met. Responsible for the implementation and development of the overall objectives, policies and procedures. Plan, organize and direct all activities concerned with the administration and operation of the department. Confers with the Chief Financial Officer and other County officials and department heads on related matters. Report to the President on matters concerning the Ordinance.

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

Responsible for the implementation and development of the overall objectives, policies and procedures. Plan, organize and direct all activities concerned with the administration and operation of the department.

Devise a certification procedure to assure that businesses taking advantage of the Cook County Minority Business Enterprises Ordinance are legitimate minority or female owned businesses.

Recommend guidelines and regulations for the use of PCE participation procedures which shall be approved by the Contract Compliance Committee (CCC) prior to submission to the Cook County Board.

Recommends enforcement procedures which shall be approved by the Contract Compliance Committee prior to submission to the Cook County Board.

Facilitates and supervises the selection and training of personnel. Hire, train and direct all employees in order to maintain a consistent quality of service. Final authority on disciplinary matters related to employees of the department.

Oversees the preparation and execution of the Office of Contract Compliance budget. Monitor the accuracy and timeliness of budget preparation as well as coordinate acquisition of materials and payment for services provided to the department. Approve payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the department.

Insures the County's conformance with Federal and State affirmative action and equal employment laws and regulations.

Investigate affirmative action complaints, and reports findings to the Contract Compliance Committee for presentation to the Board of Commissioners.

Recommends measures for revision and updating of the Program as needed.

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

Ability to plan, develop, implement and direct guidelines, regulations and enforcement procedures in accordance with and as authorized by the Cook County Minority Business Enterprise Ordinance.

Technical ability to analyze and evaluate flaws in processes and procedures and develop programs for improvement.

Ability to determine needs, establish priorities, develops procedures and translates into program planning.

Ability to prepare department budget and allocations of funds, maintaining the department operations under budgetary constraints.

Possession of excellent writing and verbal skills and the ability to clearly articulate through written and verbal communication.

Good interpersonal relation skills and must be able to demonstrate tact and diplomacy when dealing with issues in a wide range of diverse situations as well as institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Proficient in the use of the computer and computer programs.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

Master's degree in business management, public administration or related field.

Public procurement experience in a large government entity or municipality.

**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.**