

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0087
Job Title: Director of Capital Planning and Policy
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 9500616
Shakman Exempt

Characteristics of the Position

General Overview

Directs the overall administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$750 million. Assesses the County's capital needs and plans capital programs accordingly. Interacts with managers/supervisors, professional services consultants and contractors, County Board of Commissioners, and other agencies to coordinate capital program/capital project information. Negotiates professional services and fees; makes recommendations for contract awards. Develops policies and procedures to carry out goals and objectives respective to capital projects. Monitors capital construction projects for work performance, time schedule, contract compliance, and budget. Assists in economic development policy as requested by the Chief of Economic Development including but not limited to capital needs evaluation.

Key Responsibilities and Duties

Directs the overall administration and management of the Department's day to day work activities related County capital construction programs and projects in a cost effective manner.

Assesses the County's capital needs and plans capital programs on an annual basis.

Attends scheduled meetings relative to capital construction programs and project with staff members, consultants, contractors, County Board of Commissioners, and other agencies relevant

to coordination for information; negotiates professional services and fees of consultants and contractors; makes recommendation for contract awards within the County bidding process.

Develops policies and procedures to carry out the goals and objectives respective to capital projects.

Monitors capital construction projects pertinent to work performance, time schedule, contract compliance, and budget; resolves disputes among project team members (i.e., architects, engineers, and contractors); presents, to the County Board of Commissioners, change order requests for capital construction projects which require expenditure of additional funds.

Prepares a variety of administrative reports in conjunction with construction management activities respective to capital projects.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

Knowledge, Skills and Abilities

Knowledge of architectural/engineering principles and planning practices related to the construction of facilities.

Knowledge of local ordinances and codes as they pertain to construction in the County.

Skill in recognizing the need for capital improvements to County facilities.

Skill in negotiating consulting/contractor professional services and fees and associated change orders related to capital construction projects

Ability to convey, to the President and County Board of Commissioners, the goals and objectives respective to capital projects.

Ability to represent the County in a professional manner relative to business operations.

Excellent writing and communication skills.

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

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS three (3) years of construction management, legal, business, urban planning, real estate or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree in Architecture, Construction Management, Engineering (in an established discipline such as Structural, Civil, Mechanical or Electrical).

Experience in the development or implementation of government construction contracts, including interpretation of specifications; management of all phases of construction projects, from development to completion; and coordination of the activities of various skilled-trades groups.

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.