

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0051
Job Title: Administrative Assistant V
Salary Grade: 20
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 9500617
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director of Capital Planning and the Chief of the Bureau of Economic Development in the development of policies, programs, and other executive functions for the bureau and its departments. Acts as liaison for the departments within the bureau for various special projects and interdepartmental activities. Ensures that the department has the necessary resources to perform its duties and fulfills all expectations. Reviews confidential reports and managerial studies in order to make recommendations to the Bureau Chief and ensure confidentiality.

Provides and oversees the administrative support staff that handle various job functions for the executive staff, project directors and administrative staff relative to matters associated with capital construction throughout the County. Performs liaison activities with architects, program managers, County personnel, and the Construction Committee or Economic Development Committee members on capital projects or economic development projects. Prepares confidential memoranda and materials for the Director pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, and Committee members. Supervises support staff personnel on all aspects of office related business. Oversees employees time and attendance records in connection with payroll processing and other County personnel matters. Assists with the preparation and compilation for the Bureau of various reports.

Key Responsibilities and Duties

Provides information to the Bureau Chief and Director of Capital Planning in regards to investigating and coordinating confidential information relative to business operations respective to capital construction and economic development matters.

Maintains liaison activities with architects, program managers, County personnel, Construction Committee or Economic Development Committee members relative to coordinating information and scheduling meetings.

Supervises and monitors the administrative staff whose job functions are relevant to construction financial matters, County Board prepared material, ordering and maintenance of office supplies, file maintenance, office reception, and support secretarial/clerical services.

Oversees and also functions as the Department's timekeeper handling employees' daily time and attendance records in connection with biweekly payroll processing.

Assists with the preparation of the Bureau/Department's annual budget.

Knowledge, Skills and Abilities

Thorough knowledge of the principles and techniques of office practices and procedures in regards to making decisions relevant to area of assignment and responsibility.

Ability to use discretion in handling confidential information. Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons and other County agencies in resolving issues of a sensitive nature.

Good interpersonal skills. Must be able to demonstrate tact and diplomacy when dealing with employee issues in a wide range of diverse situations.

Ability to manage multiple projects effectively.

Skill in office management for efficiency of operation relative to coordination of personnel and work flow.

Ability to perform at a high level of proficiency in the use of computer and office related equipment; ability to compose letters pertinent to use of correct grammar and punctuation and to make accurate mathematical calculations in conjunction with preparing capital construction reports.

Skill in representing the Bureau and in relating information of a technical, confidential, and official nature.

Ability to communicate effectively with the general public both verbally and in writing.

Excellent communication skills and the ability to make sound judgment and management decisions in an ever changing and highly competitive environment.

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

Ability to listen, give direction and motivate a large departmental workforce so as to achieve specified goals and objectives.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS one (1) year of experience in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

Preferred Qualifications

Master's degree.

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.