

## COUNTY OF COOK



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

Job Code: 5236  
Job Title: Assistant to Director of Capital Planning and Policy  
Salary Grade: 23  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500622  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Assists the Director of Capital Planning and Policy with matters related to the management of County capital construction programs and projects. Assists with program/project operational matters to achieve the goals and objectives of the Department; review unit operating practices and problems and recommends alternative courses of action or policy changes as to project. May function as a Project Director, per assigned projects, relative to directing and coordinating those responsible for planning, estimating, designing, and completing capital construction projects.

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

Assists the Director on a wide variety of matters pertaining to the management of County capital construction programs and projects; brings important issues and problems to the Director's attention and recommends alternative courses of action

Attends construction program/project meeting with or on behalf of the Director; reviews unit operating plans/practices and participates in the formulation and development of new systems; monitors their workflow and contract compliance.

Interprets and evaluates capital construction program objectives and project progress; gathers and analyzes program/project data; prepares recommendations and reports for the Director on long and short range planning problems relative to schedule and budget.

Reviews correspondence, reports, and documents on behalf of the Director; drafts appropriate responses for the Director's final review.

Directs and coordinates, as Project Director per assigned projects, those responsible for planning, estimating, designing, and completing capital construction projects; uses computer equipment and a variety of software applications in the management of capital construction projects.

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

Knowledge of architectural/engineering principles and techniques as related to construction management.

Skill in reading and analyzing construction documents relative to contract compliance.

Skill in the use of computer equipment and software (i.e. Primavera, WordPerfect, Lotus, and Expedition).

Ability to evaluate capital project and plan construction project program; ability to oversee capital construction project relative to schedule and budget.

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

Ability to represent an agency of the County in a professional manner relative to job assignment.

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 **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

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**