

COUNTY OF COOK



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

Job Code: 5205
Job Title: Deputy Director of Capital Planning and Policy
Salary Grade: 24
Bureau: Asset Management
Department: Asset Management
Dept. Budget No. 031
Position I.D. 9500624
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director of Capital Planning with the administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$750 million. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to capital construction projects. Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan. Monitors and reviews capital construction projects with regard to time schedules and budgets. Authorizes pay requests received from consultants/contractors; authorizes change order requests for capital construction projects where need is demonstrated for the expenditure of additional funds.

Key Responsibilities and Duties

Assists the Director with the administration and management of the Department's day to day work activities relative to County capital construction programs and projects; directs the business operations of the Department in absence of the Director.

Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan.

Attends scheduled meetings relative to capital planning projects with staff members, consultants, contractors, County Board of Commissioners, and other agencies relevant to coordination of information.

Prioritizes and assigns capital construction projects to Project Directors of the Department; monitors respective project status/progress and performance by Project Director.

Reviews project work for accuracy, timeliness, and thoroughness as to schedule and budget.

Reviews and authorizes (signs off) on all pay requests received from consultants and contractors for work performed respective to capital construction projects.

Reviews and authorizes (signs off) on all change order requests for capital construction projects wherein need is demonstrated for the expenditure of additional funds.

Knowledge, Skills and Abilities

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

Skill in analyzing and solving problem situations associated with capital construction programs and projects.

Skill in addressing construction economics impacting upon a project budget.

Ability to manage and work with people.

Ability to communicate effectively, both verbally and in writing, with the general public; ability to coordinate information with appropriate project affiliated people in a timely manner.

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.

The 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 (5) years of construction management, building 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.