

COUNTY OF COOK



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

Job Code: 0263
Job Title: Director
Salary Grade: 24
Bureau: Administration
Department: Environmental Control
Dept. Budget No. 161
Position I.D. 9502173
Shakman Exempt

Characteristics of the Position

General Overview

Responsible for the overall management of the Cook County Department of Environmental Control and related Federal Grant Funded Programs. Directs the department's employees and operating budget per corporate/grant related to Environmental Control Programs. Interacts with supervisory/managerial personnel assigned to the departments six divisions and with U.S. and Illinois EPA officials in order to coordinate information and enforcement of the environmental protection laws and to apprise the Chief Administrative Officer and President and Cook County Board of Commissioners of environmental activities. Provides expertise relative to the County's business procedures such as technical/administrative environmental reviews, Department personnel and budget. Effectively recommends and approves work projects and staff assignments in accordance with priorities established in conjunction with the Chief Administrative Officer and President's Office.

Key Responsibilities and Duties

Responsible for the development and implementation of policies, programs and other executive functions to ensure ordinances related to environmental control are enforced.

Directs the total business and program operations of the Department, including personnel, relevant to County, State, and Federal environmental regulations applied to industrial and commercial business organizations.

Prepares the Department's budget, including Federal/State Grants; approves all expenditures pertinent to appropriated funds.

Coordinates intergovernmental affairs pertaining to environmental matters; maintains liaison activities with EPA officials.

Creates/implements new rules for environmental control for purposes of reduction of pollution from sources of emission.

Acts as a media spokesperson for the Department; oversees dissemination of public information respective to environmental matters.

Oversees all environmental permitting and inspectional activities, subject to administrative review.

Knowledge, Skills and Abilities

Thorough knowledge of the rules and regulations of County, State, and Federal environmental protection laws.

Expertise in matters pertaining to air quality monitoring, pollution inspections of industrial/commercial facilities per emissions, and air pollution control equipment.

Considerable knowledge of personnel, financial, and program management policies and procedures.

Considerable knowledge of local political units, other government organizational and jurisdictional structures, and the organizational structure of Cook County Government respective to administration and function.

Skilled in communicating both verbally and in writing with the general public; skill in public relations and media relations.

Skilled in personnel management and application of principles and practices to achieve departmental goals, and objectives.

Skilled in preparing detailed administrative reports pertinent to departmental activities.

Minimum Qualifications

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

Preferred Qualifications

Master's degree.

Five (5) years professional work experience in an environmental control supervisory capacity.

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.