

COUNTY OF COOK



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

Job Code: 5204
Job Title: Deputy Director
Salary Grade: 23
Bureau: Administration
Department: Environmental Control
Dept. Budget No. 161
Position I.D. 9502174
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Director with the administration of the Department's employees and operating budget per Corporate/Grant related to Environmental Control Programs. Interacts with supervisory/managerial personnel assigned to the Department's six divisions and with U.S. and Illinois EPA officials in order to coordinate information and enforcement of the environmental protection laws. Provides expertise and effectively makes recommendations to the Department's business activities subsequent to investigations of laws and engineering principles in regards to new proposed programs or ordinances concerning environmental issues.

Key Responsibilities and Duties

Directs business and program operations of the Department in the absence of the Director.

Assists the Director with the administration of the Department's day to day work activities.

Assists the Director of Environmental Control in the development and implementation of policies, programs and other executive functions to ensure ordinances related to environmental control are enforced.

Works on expanding responsibility of Cook County Government in to other environmental areas.

Investigates laws as they relate to labor and union matters respective to the Environmental Control Department.

Engages in special projects to improve existing environmental programs.

Assists in departmental budget matters such as monitoring expenditure of funds and developing fiscal budgetary data.

Knowledge, Skills and Abilities

Extensive knowledge of County, State and Federal environmental protection laws.

Considerable knowledge of technical/engineering principles and practices associated with environmental control.

Knowledge of government organization, budget matters, and labor relations in connection with administration of a governmental agency.

Skill in personnel management, communication, and public relations.

Skill in preparing and presenting administrative reports pertinent to departmental activities.

Skill in implementing new and existing environmental programs.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree in chemistry, environmental engineering or related field PLUS a minimum of three (3) years of experience in environmental control **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.