

# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5205  
Job Title: Deputy Director  
Salary Grade: 24  
Bureau: Facilities Management  
Department: Facilities Management  
Dept. Budget No. 200  
Position I.D. 9502219  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Under the direction of the Director of Facilities Management plans, organizes, directs and supervises assigned activities of the Facilities Management Department personnel. Supervises the activities and maintenance functions which are necessary to sustain the Juvenile Temporary Detention Center and all other outlying operations. Coordinates job assignments of department personnel to insure compliance with regulatory agency standards and requirements. Advise director on policy and procedures and implement same with staff. Assist in the formulation of department's annual budget, capital improvements and other projects as assigned. Handle confidential matters related to personnel, budget and policy issues. Advise on labor issues and resolve disputes.

### **Key Responsibilities and Duties**

Assistant Director is responsible for roughly 6,800,000 square feet of county operations that include seven courthouses, two warehouses, medical examiner offices, the Cook County Building and a 24 hour detention facility (Juvenile Temporary Detention Center). Responsible for 130+ administrative and trade staff. Exercises authority over construction, renovations and the general maintenance of said facilities. The job duties include, but are not limited to, prioritizing and disseminating work order requests, scheduling and rotation of work force based on immediate needs, evaluating and coordinating responses to any emergency situation that arises around the clock and being the department of Facilities Management on site liaison to assist every county agency. He approves all purchasing and spending for facilities under his jurisdiction.

Supervises the activities and maintenance functions which are necessary to sustain the outlying facilities in an operative and safe working condition. Participates in the development and application of standards of quality and productivity for the Facilities

Management Department. Coordinates job assignments of department personnel to insure compliance with regulatory agency standards and requirements. Assures accountability from those to whom duties have been assigned by monitoring and appraising their performance. Systematically improves staff by establishing a climate which encourages motivation, teamwork and successful performance. Investigates and resolves deficiencies and complaints. Enacts progressive discipline of employees. Participates in step one of the grievance procedure.

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

Knowledge of trades and construction work.

Knowledge of building maintenance and operations, building codes and standards related to construction.

Knowledge of current industry standards and regulations.

Ability to read blueprints, sketches and drawings.

Ability to work in a union environment.

Ability to communicate verbally and in writing.

Skill in supervising staff and making decisions.

Skill in solving problems in a cost effective manner.

Ability to manage multiple projects and groups of people.

Ability to delegate authority to front line personnel.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

Bachelor's degree in construction, facilities management, engineering or project management.

Five (5) years of professional work experience in the operation of a large, urban enterprise with multiple facilities in a managerial or 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.**