

COUNTY OF COOK



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

Job Code: 0254
Job Title: Business Manager IV
Salary Grade: 23
Bureau: Facilities Management
Department: Facilities Management
Dept. Budget No. 200
Position I.D. 9502230
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Director of Facilities Management prepares budget for Department of Facilities Management including annual capital requests and prioritizes projects. Oversees all purchasing activity and coordinates same with trades' foremen and engineering staff. Assists with coordination of new construction, renovation, and ongoing maintenance of buildings and grounds as it pertains to any budget related issue. Monitors cost efficiency, accuracy and timeliness of manpower and projects as it relates to any budget related issue. Meets with Deputy Director and other senior management on a regular basis to develop policy. Supervises Business Group staff.

Key Responsibilities and Duties

Responsibilities include managing the department's purchasing operations and issues, assist the Director in all budget preparations and analyzes spending to maintain a balanced budget, approves emergency requisitions, regular requisitions, and contract requisitions, administers billing and payment of maintenance contracts, elevator and parking and maintains a balance sheet on each contract. Prepares all agenda transmittals and approves utility payments on site. Facilitates the core management functions of decision-making, planning, organizing and directing by exhibiting effective communication skills throughout all levels.

Knowledge, Skills and Abilities

Knowledge of building maintenance and operations. Familiarity with County Buildings specifically and their systems.

Knowledge of fire, electrical and building codes.

Knowledge of County purchasing policies and practices.

Skill in oral and written communication.

Ability to supervise, to assess situations and make quick decisions.

Ability to operate and manage a computer system which tracks work progress.

Skill in solving problems in a cost effective manner.

Ability to manage multiple projects and groups of people.

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

Preferred Qualifications

Master's degree in business, finance, or public administration.

Five (5) years professional work experience in facilities management, construction, building trades, or project management.

Certified Public Accountant (CPA).

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.