

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: Justice Advisory Council
Dept. Budget No. 205
Position I.D. 9502621
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President of the County Board of Commissioners, and the Chairman of the Judicial Advisory Council, supervises a professional staff in the systematic study and review of activities throughout Cook County Justice System. Supervises, directs and coordinates staff that provides logistic and administrative support to the council. Responsible for improving the Criminal Justice System in Cook County by insuring that problems are studied and improvements recommended. Responsible for identifying and securing federal, state, local and private funds to assist the County in the provision of public safety services to it's resident. Responsible for the development and enforcement of office policy, program execution and other executive functions.

Key Responsibilities and Duties

Confers regularly with the President and Chairman of the Judicial Advisory Council regarding all activity in public safety system, operations and budget. This responsibility includes keeping the President and the President's Chief of staff apprised of all public safety issues.

Responsible for executing and implementing all policy-making decisions and programs recommended by the Judicial Advisory Council.

Supervises and trains an agency staff of professional and technical personnel.

Assists and works with County officials on matters of policy that pertain the Cook County justice system. Engages in short and long term planning relative to the justice system; reviews pending legislation; assists in drafting proposals and legislation in related matters.

Responsible for all JAC operational planning, budgeting, operational management and interface with the County Board

Knowledge, Skills and Abilities

Knowledge of the legal system on the local, state and federal levels.

Skilled in dealing with sensitive and confidential matters.

Knowledge of state and federal laws and legislation including legislative operations and system.

Skilled in administering the work of a professional staff.

Ability to establish and maintain effective working relationships with elected Officials.

Ability to plan, direct and review the activities of a department.

Ability to develop and motivate department personnel and to formulate and enforce departmental policies.

Proven ability to identify, secure and manage federal, state, local and private funds and meet the respective performance responsibilities of those grants.

Minimum Qualifications

Graduation from an accredited School of Law with a Juris Doctorate.

Licensed to practice Law in the State of Illinois.

Three (3) years or greater professional work experience in the areas of criminal justice, administrative/litigation or legislative administration.

Preferred Qualifications

Master's Degree in Public Safety or Criminal Justice.

Five (5) years or greater professional work experience in the areas of criminal justice, administrative/litigation or legislative administration.

The duties listed are not set forth for purpose of limiting the assignment of work. They are not to 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.