

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1031
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517508
Shakman Exempt

Characteristics of the Position

General Overview

Assist the Superintendent in the overall management of the Cook County Department of Transportation and Highways operations; as well as the development of policies and/or programs necessary to ensure that Bureaus/Departments under the jurisdiction of the Superintendent effectively and efficiently meet their respective goals and objectives.

Reviews confidential reports and managerial studies in order to make appropriate recommendations to the Superintendent. Works with the Superintendent in concert with the Cook County Board of Commissioners, various municipality officials; as well as the Cook County Bureaus/Departments under the President's Office. Has access to the Superintendent on a regular and ongoing basis and is privy to a wide variety of confidential matters. Has extensive knowledge of the County's policies and procedures in general and the Highway Department in particular.

Assist with intergovernmental issues within the County. Reviews the Department's Budget with the Superintendent. Monitors various projects to ensure all Bureaus/Departments under the Superintendent have the necessary resources to perform their respective functions.

Key Responsibilities and Duties

Reviews confidential reports and managerial studies as they relate to personnel and/or administrative services of the Department of Transportation and Highways, in order to make appropriate recommendations to the Superintendent.

Oversees the activities of the Personnel and Fiscal Management and Administrative Services Divisions as it interacts with the Department's under the President (i.e. Auditor, Purchasing, Chief Financial Officer, Comptroller, Human Resources, Budget and Risk Management).

Ascertains and/or accesses "best practices" in order to construct appropriate policies and procedures for the Highway Department as it strives to improve its management and engineering mandates.

Reports directly to the Superintendent to discuss ongoing and proposed projects, policies and/or procedures which are relative to Engineering, Transportation and Planning, Fiscal Management and Administrative Services operations of the department, as well as its broad personnel and contractual activities.

Oversees the management activities of the Administrative and Fiscal Management Bureau which encompasses the following Divisions: Fiscal Management; Engineering Computer; Payroll, Personnel Administration and Technical Reproduction.

Oversees the Administrative operations of the Contract Documents Office, which is responsible for the following activities: Coordinating and compiling all pertinent documentation necessary, including design and construction for the roadway and maintenance bidding process; the distribution of contract bid data to prospective bidders on highway road and maintenance improvements; preparation, proofing and issuance of all legal advertisement to the printed news media, Illinois Department of Transportation, trade associations and the construction industry; and acts as the coordinating arm between the Cook County Board of Commissioners, and the Clerk of the Board.

Knowledge, Skills and Abilities

Excellent communication, organizational and interpersonal skills. Broad understanding and familiarity with labor relations issues, human resources policies and procedures, related Federal, State and local laws and statutes, and the ability to compose and develop reports and budgets, financial projections and the performance of statistical analysis.

Provide assistance to the Superintendent in the evaluation of monthly status reports and performance measures from various divisions within the Department of Transportation and Highways.

Thorough knowledge of the Illinois Department of Transportation, Chicago Department of Transportation and Federal Highway Administration policies and procedures.

Familiarity with the Construction, Design, Transportation and Planning and Maintenance Bureaus within the Department of Transportation and Highways, as well as Right-of-Way and permitting procedures.

Ability to ascertain and ensure the Department of Transportation and Highways compliance with the laws, ordinances and regulations governing the fiscal management of public funds.

Ability to effectively communicate with engineering staff and other technical personnel in those matters related to the Department of Transportation and Highways affairs.

Thorough knowledge of generally accepted accounting principles, concepts and methods, including but not limited to income statements, general flow of funds and statement of changes in financial position.

Knowledge of the coordination and compiling of all the pertinent documentation that is necessary for the roadway and maintenance bidding process.

Skill in supervising and directing the activities of professional, technical and other support personnel engaged in a variety of highway activities, as well as developing policies, programs and procedures relative to large-scale projects, especially in connection with Departmental goals and objectives.

Skill in coordinating multiple projects effectively and simultaneously and providing effective managerial and administrative direction in several highway areas, such as maps, graphics, and technical reproduction, so as to ensure the timely and accurate delivery of services.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in public administration, business administration, labor relations, human resources or civil engineering.

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.