

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5195
Job Title: Administrative Director
Salary Grade: 24
Bureau: Administration
Department: Transportation and Highways
Dept. Budget No. 500
Position I.D. 9517549
Shakman Exempt

Characteristics of the Position

General Overview

Under the general direction of the Superintendent of Transportation and Highways, performs a dual role by overseeing the day to day operations of the Transportation and Highways Department Personnel and Fiscal Management & Administrative Services Divisions, which include Employment & Labor, Payroll, Technical Reproduction Services and General Records. Plans, coordinates and supervises all activities related to human resources management, hiring and labor/union relations within the Department of Transportation and Highways, covering nearly 380 employees; in addition, functions as Chief Financial Officer for the Department, responsible for the agency's annual budget and the receipt and expenditure of State motor fuel taxes, among other assets. Acts as liaison between the Department of Transportation and Highways and other County agencies, such as Comptroller's Office, Purchasing, County Auditor and Human Resources. Formulates and implements policies and procedures relative to the above, as well as ensuring the Department's compliance with state, federal and professional standards applicable to areas as described. Ensures the confidentiality of employment, hiring, disciplinary and related activities; confers with union officials and States Attorney, and advises the Superintendent in related matters.

Key Responsibilities and Duties

Provides overall technical, administrative and managerial direction to the various Divisions of the Administrative and Fiscal Bureau of the Transportation and Highways Department. Consults with Superintendent of Transportation and Highways to plan, develop and execute programs, policies and procedures relative to the Bureau and the Department's overall goals and objectives.

Responsible for the financial monitoring of four funds (i.e. Transportation and Highways Department operating budget, Motor Fuel Tax Fund, Township Fund and Expressway Construction Fund) administered by the Department of Transportation and Highways.

Examines engineering agreements and billings from consultants, contractors, utilities and other governmental agencies. Prepares and submits intergovernmental billing statements. Calculates and analyzes the financial condition of the Motor Fuel Tax Fund. Forecasts revenues and expenditures to the Motor Fuel Tax Fund.

Acts as a liaison between the Department of Transportation and Highways and Comptroller's Office, Purchasing Department, and County Auditor. May represent the Superintendent in matters pertaining to fiscal operations of the Department. Interacts with other Bureau Chiefs in matters related to operations of the Department of Highways.

Provides technical expertise and administrative direction in all matters pertaining to operations under the Bureau. Recommends new work methods, acquisition of equipment and personnel, long range goals and objectives; consults with Division managers and staff to coordinate operations and ensure the timely and effective delivery of services and reports.

Supervises and oversees payroll activities for the Department, authorizes payrolls and ensures accurate distribution of funds.

Oversees the Department's General Records Division. Responsible for storing, organizing and retrieving archived plans, records, blueprints and other documents.

Organizes and oversees confidential assignment, transfer, promotion and separation of new and current highway employees; responsible for efficient operations of Employment Division in staffing all Cook County Transportation and Highways Department offices and field divisions with qualified personnel.

Processes, maintains and reviews confidential personnel files for Transportation and Highways employees, including information regarding education, background, work experience, performance, absenteeism, and disciplinary reports to determine personnel suitability for promotions and transfers; ensures the integrity and confidentiality of personnel files.

Serves as representative for the Transportation and Highways Department in employee grievance and disciplinary hearings for union and non-union employees, as well as in all related labor negotiations. Implements the grievance and disciplinary actions procedures for all employees, recommends final action to Superintendent for approval; ensures both Transportation and Highways Department policies and union contracts are upheld.

Supervises the Division of Technical Services and the performance of staff engaged in field and in-house activities.

As chairman of the department's safety committee, reviews highway operations to ensure that a safe and healthy work environment is maintained for employees according to state, federal and department policy.

Develops and recommends new goals and long-range planning strategies for Employment Division relative to the Transportation and Highways Department's overall mission and objectives; confers and advises Superintendent of Transportation and Highways in adopting new policies and procedures regarding employee related issues.

Participates in recruitment, selection and hiring of job applicants for positions in the Cook County Department of Transportation and Highways. Works in unison with the Bureau of Human Resources to ensure compliance with Shakman Decree and to acquire qualified personnel through formulating job descriptions and job postings based on applicable criteria.

Knowledge, Skills and Abilities

An exceptionally high degree of administrative and analytic skills applicable to the day to day management of multiple divisions of a large, technical services department such as Cook County Transportation and Highways, and requiring a thorough understanding of financial and budgetary matters and operations, as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

Knowledge of accepted accounting principles, concepts and methods, including but not limited to income statements, audit procedures, and statement of changes in financial position. Ability to plan, organize and propose changes to a \$20 million plus budget.

Skill in directing the activities of professional, technical and other support personnel engaged in a variety of tasks, especially as relate to records management, reproductive services, financial operations, payroll and all aspects of human resources.

Skill in coordinating multiple projects simultaneously. Ability to understand and apply a wide range of state, federal and professional standards and guidelines in the execution of assigned duties.

Ability to communicate effectively, verbally and in writing with engineering and other technical personnel in matters pertaining to Department affairs. Skill in developing policies, programs and procedures relative to large-scale projects, especially in connection with Department goals and objectives.

Ability to deal in a tactful, effective and confidential manner with employee and employment records, consult with attorneys and union representatives in labor and disciplinary matters, and relate to employees at all levels of skill and education.

Ability to understand and interpret County rules and guidelines, as well as the County's Human Resources Ordinance, and explains same to others.

Ability to represent the Department in meetings with other County officials.

Ability to review, interpret and recommend changes to Transportation and Highways Department policy where needed.

Minimum Qualifications

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

Preferred Qualifications

Master's degree in Accounting, Finance, Business Management, Human Resources or other applicable field of study.

Five (5) years highly responsible experience providing administrative oversight, managerial direction, or technical or financial guidance to a large organization as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

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.

JC: 5195 revised 4/24/12; 11/16/12;1/24/13