

COUNTY OF COOK



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

Job Code: 5210
Job Title: Special Assistant
Salary Grade: 24
Bureau: Administration
Department: Office of the Chief Administrative Officer
Dept. Budget No. 011
Position I.D. 9900108
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions to ensure that departments within the Bureau of Administration effectively and efficiently meet their goals and objectives. Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer. Serves as liaison between the Office of the Chief Administrative Officer and other departments with the Bureau of Administration.

Key Responsibilities and Duties

Assists the Chief Administrative Officer in the development of policies, programs and other administrative functions relative to agencies and functions within their jurisdiction.

Make recommendations concerning inefficient procedures in order to rectify any existing or expected problems/concerns.

Reviews confidential reports and managerial studies in order to make recommendations to the Chief Administrative Officer; ensures and maintains confidentiality.

Serves as liaison between the Office of the Chief Administrative Officer and other departments within the Bureau of Administration.

Monitors work projects, assigned by the Chief Administrative Officer, to ensure departments have the necessary resources to perform their expected functions.

Coordinates executive itineraries and agendas.

Bridges issues of concern between County departments and supportive staffs and operations.

Knowledge, Skills and Abilities

Knowledge of Cook County Government's functions and purpose.

Extensive knowledge of policies and procedures governing the County.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Possession of excellent writing skills, ability to articulate through written documents.

Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to communicate effectively verbally and in writing.

Ability to manage multiple projects effectively.

Minimum Qualifications

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

Preferred Qualifications

Master's Degree in Business or Public Administration.

Five (5) years of professional administrative experience.

Prior supervisory or managerial experience.

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.