

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0051  
Job Title: Administrative Assistant V  
Salary Grade: 20  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500617  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Assists the Director of Capital Planning and the Chief of the Bureau of Economic Development in the development of policies, programs, and other executive functions for the bureau and its departments. Acts as liaison for the departments within the bureau for various special projects and interdepartmental activities. Ensures that the department has the necessary resources to perform its duties and fulfills all expectations. Reviews confidential reports and managerial studies in order to make recommendations to the Bureau Chief and ensure confidentiality.

Provides and oversees the administrative support staff that handle various job functions for the executive staff, project directors and administrative staff relative to matters associated with capital construction throughout the County. Performs liaison activities with architects, program managers, County personnel, and the Construction Committee or Economic Development Committee members on capital projects or economic development projects. Prepares confidential memoranda and materials for the Director pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, and Committee members. Supervises support staff personnel on all aspects of office related business. Oversees employees time and attendance records in connection with payroll processing and other County personnel matters. Assists with the preparation and compilation for the Bureau of various reports.

#### **Key Responsibilities and Duties**

Provides information to the Bureau Chief and Director of Capital Planning in regards to investigating and coordinating confidential information relative to business operations respective to capital construction and economic development matters.

Maintains liaison activities with architects, program managers, County personnel, Construction Committee or Economic Development Committee members relative to coordinating information and scheduling meetings.

Supervises and monitors the administrative staff whose job functions are relevant to construction financial matters, County Board prepared material, ordering and maintenance of office supplies, file maintenance, office reception, and support secretarial/clerical services.

Oversees and also functions as the Department's timekeeper handling employees' daily time and attendance records in connection with biweekly payroll processing.

Assists with the preparation of the Bureau/Department's annual budget.

**Knowledge, Skills and Abilities**

Thorough knowledge of the principles and techniques of office practices and procedures in regards to making decisions relevant to area of assignment and responsibility.

Ability to use discretion in handling confidential information. Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to tactfully interact with Bureau Chiefs, Elected Officials, Superintendents, Division Heads, employees, department liaisons and other County agencies in resolving issues of a sensitive nature.

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

Ability to manage multiple projects effectively.

Skill in office management for efficiency of operation relative to coordination of personnel and work flow.

Ability to perform at a high level of proficiency in the use of computer and office related equipment; ability to compose letters pertinent to use of correct grammar and punctuation and to make accurate mathematical calculations in conjunction with preparing capital construction reports.

Skill in representing the Bureau and in relating information of a technical, confidential, and official nature.

Ability to communicate effectively with the general public both verbally and in writing.

Excellent communication skills and the ability to make sound judgment and management decisions in an ever changing and highly competitive environment.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to listen, give direction and motivate a large departmental workforce so as to achieve specified goals and objectives.

**Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS one (1) year of experience in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

**Preferred Qualifications**

Master's degree.

**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.**

## COUNTY OF COOK



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

Job Code: 0087  
Job Title: Director of Capital Planning and Policy  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500616  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Directs the overall administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$750 million. Assesses the County's capital needs and plans capital programs accordingly. Interacts with managers/supervisors, professional services consultants and contractors, County Board of Commissioners, and other agencies to coordinate capital program/capital project information. Negotiates professional services and fees; makes recommendations for contract awards. Develops policies and procedures to carry out goals and objectives respective to capital projects. Monitors capital construction projects for work performance, time schedule, contract compliance, and budget. Assists in economic development policy as requested by the Chief of Economic Development including but not limited to capital needs evaluation.

#### **Key Responsibilities and Duties**

Directs the overall administration and management of the Department's day to day work activities related County capital construction programs and projects in a cost effective manner.

Assesses the County's capital needs and plans capital programs on an annual basis.

Attends scheduled meetings relative to capital construction programs and project with staff members, consultants, contractors, County Board of Commissioners, and other agencies relevant

to coordination for information; negotiates professional services and fees of consultants and contractors; makes recommendation for contract awards within the County bidding process.

Develops policies and procedures to carry out the goals and objectives respective to capital projects.

Monitors capital construction projects pertinent to work performance, time schedule, contract compliance, and budget; resolves disputes among project team members (i.e., architects, engineers, and contractors); presents, to the County Board of Commissioners, change order requests for capital construction projects which require expenditure of additional funds.

Prepares a variety of administrative reports in conjunction with construction management activities respective to capital projects.

Assigns confidential/special work projects to County departments in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Reviews the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President and the Commissioners of the County Board.

#### **Knowledge, Skills and Abilities**

Knowledge of architectural/engineering principles and planning practices related to the construction of facilities.

Knowledge of local ordinances and codes as they pertain to construction in the County.

Skill in recognizing the need for capital improvements to County facilities.

Skill in negotiating consulting/contractor professional services and fees and associated change orders related to capital construction projects

Ability to convey, to the President and County Board of Commissioners, the goals and objectives respective to capital projects.

Ability to represent the County in a professional manner relative to business operations.

Excellent writing and communication skills.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS three (3) years of construction management, legal, business, urban planning, real estate or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree in Architecture, Construction Management, Engineering (in an established discipline such as Structural, Civil, Mechanical or Electrical).

Experience in the development or implementation of government construction contracts, including interpretation of specifications; management of all phases of construction projects, from development to completion; and coordination of the activities of various skilled-trades groups.

Prior supervisory or managerial work experience.

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# COUNTY OF COOK



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

Job Code: 0175  
Job Title: Planner V  
Salary Grade: 21  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500632  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Functions in the capacity of a unit or overall grants-project director/manager, overseeing all aspects of personnel, policies and programs dedicated to specific programmatic goals, grants and overall funds management; directs the deployment of personnel and resources through effective management and by utilizing professional staff. Member of the strategic team in determining capital projects or economic development projects for the County. Assume sole responsibility for a major program such as housing, capital improvement, home program, or other unit, as designated by the Department Director or the Chief of Economic Development. Ensures that unit operations are administratively and financially sound; confers with upper management to resolve legal, technical, fiscal and policy issues of a highly complex nature. Assigns work, delegates responsibilities and evaluates job performance of Planners in the Bureau of Economic Development and support staff.

### **Key Responsibilities and Duties**

Acts in the capacity of a director level manager to participate in and direct the activities of the unit or project. Ensures the timely, efficient and effective delivery of services to the department and client agencies by planning staff.

May serve as a contributing member of the strategic team in determining capital projects or economic development projects for the County.

Responsible for various levels of grant research, grant development, grant application and grant monitoring.

May perform any of the duties set forth and assigned to subordinate staff as the need requires; in so doing demonstrates proficiency and expertise, provides training and guidance, and serves as a role model.

Assists Director in developing short and long-term performance goals and work plans.

Administers all aspects of unit work plans and performance goals. Initiates, manages, and brings to completion all aspects of the unit's operational efforts.

Responsible for the overall fiscal management of the unit program; confers with department's financial specialist, auditors and other concerned parties.

Supervises Planners in carrying out daily operations; evaluates personnel; effectively participates in reviewing candidates for unit assignment.

Directs and assigns planning staff to policy research and related studies pertaining to programs and area of responsibility.

Monitors all activities and work product to ensure compliance with pertinent regulations and laws. Prepare final performance reports to Director.

Communicates with staff on issues of compliance, rule changes and general trends/innovations within field. Calls meetings, presides over discussion, or delegates team and task force assignments as needed.

### **Knowledge, Skills and Abilities**

Strong management skills, including scheduling, performance monitoring, and quality control personnel and projects.

Excellent communication skills, oral and written.

Ability to develop and maintain effective work teams. Skills in supervising individuals and team efforts, evaluating performance against measured goals. Ability to resolve personnel issues.

Knowledge of financial accounting, budget analysis and management procedures.

Knowledge of computer software systems to design maps and graphics, spreadsheets and databases for publications, reports, oral presentations, and project monitoring tools.

Skill in resolving complex planning issues such as land-use disputes, improving local implementation of grants and planning projects, etc.

Knowledge of current principles and practices of urban planning relevant to community development, affordable housing, financing, rehab/construction, economic development, land use, transportation, environment, new technology, or other area of responsibility.

Experience in managing strategic and/or comprehensive planning projects for land use, affordable housing, economic development, infrastructure, community revitalization, or other relevant area of responsibility.

Advanced skills in directing the use and application of community-based planning methods including preparing and facilitating community meetings and promoting effective interaction with residents, local officials, and non-profit organizations.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

This position may require moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of experience in public administration, business management, urban or capital planning, grants management or economic development experience **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

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## County of Cook



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

Job Code: 0294  
Job Title: Administrative Analyst IV  
Salary Grade: 22  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 1000998  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Performs a variety of detailed tasks to assist in the development, oversight and direction of all financial matters with the contract administration involving the Office of Capital Planning. Performs specialized analysis of accounting and financial control systems for the purpose of regulating appropriations and expenditures relative to all bond accounts. Reports directly to the Director of the Office of Capital Planning regarding all financial matters. May prepares bond account project cash flows, resolves problems with past due invoices, prepares capital improvement budgets, and performs other duties as required.

#### **Key Responsibilities and Duties**

Maintains accounting and financial control systems for the entire Capital Improvement Program and develops and implements appropriate financial control policy.

Reviews all financial documentation and coordinates into individual spreadsheets with the Excel Software Program for each vendor in each bond account. Retrieves transaction analysis, cash flow, check register, purchase order, and requisition balance information for each project. Provides analysis and recommendations for various improvements.

Upon receipt of invoices determines the business unit, bond account, object account and subsidiary. Performs a thorough review/ audit of each invoice to ensure scope and services rendered has been established. Projects and monitors the appropriations and expenditures for a five-year period and participates in the preparation of the Capital Improvement Program and strategic planning initiatives.

Initiates Cook County Board and Construction Committee back-up documentation and prepares requisitions when approval is received. Responsible for various levels of contract management including the tracking of purchase orders and working with the Comptroller's Office personnel to close out purchase orders as deemed necessary.

Attend bi-weekly Project Director meetings to remain abreast and possess a clear understanding of the direction and flow of each project. Provide financial status information and analysis to the executive staff as necessary.

### **Knowledge, Skills, Abilities and Other Characteristics:**

Knowledge of principles, methods and procedures related to general accounting and financial reporting.

Knowledge of procedures for financial planning and development of budgets and ability to maintain reliable and accurate controls over rate of expenditure of funds.

Ability to plan, organize, direct and monitor accounting, financial management and related activities and problems for a large agency.

Ability to confer with department head and advise or explain financial transactions in a clear and understandable manner and make presentations as otherwise directed.

Ability to evaluate effectiveness and efficiency of accounting and financial systems and controls from viewpoint of soundness and propriety.

Ability to recognize the need for and to recommend and install practical measures for improvement.

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS a minimum of one (1) year of experience working in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

### **Preferred Qualifications**

Master's Degree.

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## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0620  
Job Title: Legislative Coordinator I  
Salary Grade: 022  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 1001000  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Performs extensive research and advisory functions related to improving the respective Department and responding to legislative initiatives. Effectively recommends and provides data to the Director and the President or his/her designee to assist him/her in setting policy and making decisions concerning legislative initiatives. Reviews Illinois legislative issues that may have a potentially negative budgetary impact for the County relative to such legislation and provides responsive information to the Director and President or his/her designee. May assist in conducting research regarding available State and Federal funding for programs that Cook County may be eligible to apply for and advises the Director and the President of potentially innovative programs that may improve the respective Department or County initiative. Is privy to information to a sensitive and confidential nature, necessary to complete assignments for the department.

#### **Key Responsibilities and Duties**

Writes legislative analysis for proposed legislation regarding bills that will affect the respective Department; advises the Director and the President or his/her designee of constitutional, legal and budgetary issues posed by proposed State and Federal legislation so that the County may arrive at a position relative to such legislation.

Develops fiscal analysis with supporting data to be submitted to the Director and the President or his/her designee and forward to the County's lobbyists in Springfield or President designee. Analyzes potential negative budgetary impacts that proposed state legislation may have upon the county.

Reviews Federal and State legislation to research availability of grant programs that may be of interest to the County in terms of innovative programs to improve the respective Department.

Researches various legislative initiatives that are reviewed by the Director and the President's designee.

Participates and assists in the development of other confidential papers and reports as directed.

Assists in the development of legislative initiatives as needed and provides the Department response on pending legislation that may affect the County or respective Department.

Represent the Department before legislative tribunals as directed by the President or his/her designee.

Work in tandem or report to the President's Special Assistants for Intergovernmental Affairs.

### **Knowledge, Skills and Abilities**

Ability to converse knowledgeably and communicate effectively in writing on related matters, and address complex legal questions and issues.

Ability to work with others; excellent interpersonal skills in dealing with numerous individuals from various agencies as well as co-workers.

Ability to lead and cooperate on team projects.

Ability to analyze legislation and case law and accurately assess the potential impact of legislation upon the county and its fiscal budget.

Ability to read and analyze a large volume of bills and resolutions.

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS three (3) years of experience working for a governmental authority **OR**, graduation from an accredited college or university with a Bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

### **Preferred Qualifications**

One or more years of work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

Ability to read and analyze a large volume of bills and resolutions.

Knowledge of political processes in State and County government.

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## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0854  
Job Title: Public Information Officer  
Salary Grade: 20  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 1000999  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview:**

The Public Information Officer is responsible for the overall management and control of any contacts the Department or Bureau may have with the press or other media relative to explaining, reporting and promoting through the media points of information and programs regarding the Department and provides accurate and supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Authorizes all quotes as approved by the President's public affairs team and Director in newsletters, resolutions, congratulatory letters, press releases, etc. Speaks on behalf of and for the Director, as necessary and approved by the President's Department of Public Affairs and Communications. Responsible for multi-media at the departmental level.

#### **Key Responsibilities and Duties:**

Represents the Director and his/her administration before the media and coordinating media access to the President.

Participates in or attends confidential discussions with the Director and executives and other staff to respond to media inquiries or address County programs.

Develops strategies for public dissemination of County information and programs regarding Department directives.

Compiles press clippings and prepares press releases/speeches as requested.

Composes reports and papers to inform the Cook County Board President and Commissioners of Cook County regarding department programs.

Prepares press briefs for the Director as approved by the President's Public Affairs team; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Assists in the development of the overall communication program for the Department; developing goals and objectives.

Supervises and trains staff engaged in assisting in the aforementioned matters.

May serve as the Department's Freedom of Information Officer, consulting with the Department's Legal Counsel and President's Counsel as necessary in response to said inquiries.

**Knowledge, Skills and Abilities**

Ability to provide concise but thorough communications to the Cook County Board President and Commissioners of Cook County regarding matters related to Department.

Ability to call, manage and attend all press briefings for the Director as approved by the President's Public Affairs Team or Director.

Ability to converse effectively and speak with authority on matters related to the department.

Knowledge of public relations and proper rhetoric; knowledge of the press and media.

Skill in speech writing; composing material for public release or presentation.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents; ability to handle sensitive public relations matters.

**Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS three (3) years of experience in communications or public relations **OR**, graduation from an accredited college or university with a bachelor's degree.

Ability to utilize Microsoft Word, Excel and Power Point.

**Preferred Qualifications**

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, or journalism.

Professional work experience in media and/or public relations fields.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5205  
Job Title: Deputy Director of Capital Planning and Policy  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500624  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Assists the Director of Capital Planning with the administration and management of the Department as it pertains to County capital construction programs and projects of approximately \$750 million. Interacts with managers, supervisors, professional and clerical personnel assigned to the Department and with consultants, contractors, County Board Commissioners, and other agencies through scheduled meetings to coordinate information related to capital construction projects. Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan. Monitors and reviews capital construction projects with regard to time schedules and budgets. Authorizes pay requests received from consultants/contractors; authorizes change order requests for capital construction projects where need is demonstrated for the expenditure of additional funds.

### **Key Responsibilities and Duties**

Assists the Director with the administration and management of the Department's day to day work activities relative to County capital construction programs and projects; directs the business operations of the Department in absence of the Director.

Assists in the development of policy and the development, implementation and monitoring of the County's strategic capital plan.

Attends scheduled meetings relative to capital planning projects with staff members, consultants, contractors, County Board of Commissioners, and other agencies relevant to coordination of information.

Prioritizes and assigns capital construction projects to Project Directors of the Department; monitors respective project status/progress and performance by Project Director.

Reviews project work for accuracy, timeliness, and thoroughness as to schedule and budget.

Reviews and authorizes (signs off) on all pay requests received from consultants and contractors for work performed respective to capital construction projects.

Reviews and authorizes (signs off) on all change order requests for capital construction projects wherein need is demonstrated for the expenditure of additional funds.

### **Knowledge, Skills and Abilities**

Knowledge of architectural/engineering principles and techniques and planning practices related to construction management.

Skill in analyzing and solving problem situations associated with capital construction programs and projects.

Skill in addressing construction economics impacting upon a project budget.

Ability to manage and work with people.

Ability to communicate effectively, both verbally and in writing, with the general public; ability to coordinate information with appropriate project affiliated people in a timely manner.

Skill in negotiating consulting/contractor professional services and fees and associated change orders related to capital construction projects

Ability to convey, to the President and County Board of Commissioners, the goals and objectives respective to capital projects.

Ability to represent the County in a professional manner relative to business operations.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS (5) years of construction management, building management, legal, business, urban planning, real estate or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

## **Preferred Qualifications**

Master's degree in Architecture, Construction Management, Engineering (in an established discipline such as Structural, Civil, Mechanical or Electrical).

Experience in the development or implementation of government construction contracts, including interpretation of specifications; management of all phases of construction projects, from development to completion; and coordination of the activities of various skilled-trades groups.

Prior supervisory or managerial work experience.

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## COUNTY OF COOK



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

Job Code: 5236  
Job Title: Assistant to Director of Capital Planning and Policy  
Salary Grade: 23  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500622  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Assists the Director of Capital Planning and Policy with matters related to the management of County capital construction programs and projects. Assists with program/project operational matters to achieve the goals and objectives of the Department; review unit operating practices and problems and recommends alternative courses of action or policy changes as to project. May function as a Project Director, per assigned projects, relative to directing and coordinating those responsible for planning, estimating, designing, and completing capital construction projects.

#### **Key Responsibilities and Duties**

Assists the Director on a wide variety of matters pertaining to the management of County capital construction programs and projects; brings important issues and problems to the Director's attention and recommends alternative courses of action

Attends construction program/project meeting with or on behalf of the Director; reviews unit operating plans/practices and participates in the formulation and development of new systems; monitors their workflow and contract compliance.

Interprets and evaluates capital construction program objectives and project progress; gathers and analyzes program/project data; prepares recommendations and reports for the Director on long and short range planning problems relative to schedule and budget.

Reviews correspondence, reports, and documents on behalf of the Director; drafts appropriate responses for the Director's final review.

Directs and coordinates, as Project Director per assigned projects, those responsible for planning, estimating, designing, and completing capital construction projects; uses computer equipment and a variety of software applications in the management of capital construction projects.

### **Knowledge, Skills and Abilities**

Knowledge of architectural/engineering principles and techniques as related to construction management.

Skill in reading and analyzing construction documents relative to contract compliance.

Skill in the use of computer equipment and software (i.e. Primavera, WordPerfect, Lotus, and Expedition).

Ability to evaluate capital project and plan construction project program; ability to oversee capital construction project relative to schedule and budget.

Ability to communicate effectively, both verbally and in writing, with the general public.

Ability to represent an agency of the County in a professional manner relative to job assignment.

Skill in negotiating consulting/contractor professional services and fees and associated change orders related to capital construction projects

Ability to convey, to the President and County Board of Commissioners, the goals and objectives respective to capital projects.

Ability to represent the County in a professional manner relative to business operations.

Excellent writing and communication skills.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS three (3) years of construction management, legal, business, urban planning, real estate or public administration **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's degree.

Prior supervisory or managerial work experience.

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# COUNTY OF COOK



## **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5531  
Job Title: Special Assistant for Legal Affairs  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9520422  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

Acts as an internal legal advisor and counsel to the bureau chief or director, providing legal advice in matters related to the statutory authority and execution of powers of that department, bureau or departments within bureau; also functions as direct legal aide to the director or bureau chief as required. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by department, bureau or County Board. May serve in the capacity of Freedom of Information Officer or advise on matters related to the Freedom of Information Act. Works with the President's Counsel and State's Attorneys Office as necessary in order to evaluate litigation, respond to document requests, prepare for matters related to administrative review and address opinions related to federal, state or local legislation. Consults with the President's Counsel and the Office of the Cook County State's attorney as required or directed.

### **Key Responsibilities and Duties**

Provides legal advice to the director or bureau chief in a variety of matters pertaining to the department's functions, duties, powers and responsibilities set forth and defined by the County ordinance, state or federal law.

Helps formulate and define legitimate and appropriate positions to be taken by the director. Conducts legal research and advises as necessary.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and the President's Office to coordinate efforts with legislative or civil proceedings where necessary,

including on legal issues regarding the interpretation and enforcement of County Ordinances and policies.

Reads, analyzes and answers correspondence pertaining to a variety of legal questions of immediate concern to the department.

May assist the other members of the staff in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc. Conducts legal research as needed.

Handles special projects of specific purposes and confidential nature as required.

Advises director in the drafting of department procedural rules and policies pertaining to the interpretation and enforcement of department applicable ordinances, as well as general Department policy and procedure.

Assists the director in drafting ordinances, agreements, contracts, policies, procedures and other relevant documentation.

May provide advice to the Public Information Officer on questions related to the Freedom of Information Act or serve as the Freedom of Information Officer.

Reports matters of legal relevance to the President's Counsel and accepts assignments from the director and President's Counsel as necessary.

**Knowledge, Skills and Abilities:**

Knowledge of local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area.

Skills in researching, interpreting and arguing legal position and ability to provide legal analysis.

Ability to negotiate and draft various legal agreements.

Ability to coordinate litigation response.

**Minimum Qualifications:**

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

Licensed to practice law in the State of Illinois.

Three (3) years or greater professional work experience as an attorney dealing with matters of civil law, government or corporate transactions.

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## COUNTY OF COOK



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

Job Code: 5662  
Job Title: Director of Real Estate  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 9500117  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Real Estate Director is a position created by County Ordinance and is responsible for the overall administration and management of the Real Estate Management Division under the direction of the President. Negotiates acquisition and disposition of properties most beneficial to the County. Inspects properties under consideration for acquisition, and recommends acquisition, lease, disposition or improvement of these properties. Maintains accurate records of Leases, Deeds and Easements of County owned property and approves all warrants for the payment. Writes confidential reports of findings and makes recommendation for the sale, lease or purchase of real estate. Prepares deeds, leases and contracts. Supervises and directs personnel involved in executing the directions and orders of the courts which apply to real estate.

#### **Key Responsibilities and Duties**

Directs the overall administration and management of the Real Estate Management Division's day to day operations.

Inspects properties under consideration for acquisition, and recommends acquisition, lease, disposition, improvement, or other action consistent with best interest of Cook County. Monitors the appraisal, sale, or auction of real estate parcels as directed by the Court.

Consults with and advises the President, Commissioners, Bureau Chief, Facilities Management, and other appropriate officials as required.

Formulates plans and strategy for acquiring or disposing of property. Negotiates acquisition and disposition properties most beneficial to the County. Enters into agreements for the management of all real estate leased and licensed by the County.

Maintains accurate records of Leases, Deeds, and Easements of County owned property and approves all warrants for the payment of property acquisitions and leases. Ensures that all documentation concerning real estate matters are complete and compliant with applicable regulations.

Writes reports of findings and recommends the sale, lease or purchase of real estate properties. Prepares deeds, leases and contracts on behalf of the County. Monitors the recording of documents pertaining to the purchase and sale of property.

Supervises and directs all personnel involved in executing the directions and orders of the courts which apply to real estate.

Develops policies and procedures to carry out the goals and objectives respective to the Real Estate Management Division.

Manages or enters into agreements for the management of all real estate owned by the County except wherein the management of such real estate is otherwise provided by law.

Negotiates and make recommendations for the sale or lease of all lands and buildings or any interest therein that may be owned or acquired by the County and which is deemed not essential for County purposes.

Formulates all policies and procedures necessary to carry out the responsibilities as the Real Estate Management Director.

### **Knowledge, Skills and Abilities**

Extensive knowledge of State, County, Municipal laws and ordinances with ability to ascertain compliance with laws, ordinances, and regulations. Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

Knowledge of the County's Real Estate Division and Real Estate administration. Ability to make policy recommendations, develop, coordinate and implement programmatic changes.

Good interpersonal relation skills. Ability to demonstrate tact and diplomacy dealing with employee issues is a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate, through written document. Excellent organizational skills.

Must be able to demonstrate good administrative and supervisory skills. Ability to communicate effectively verbally and in writing.

Possess the ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively and efficiently.

This position requires traveling to work assignments for which the employee must provide his or her own adequate means of transportation.

**Minimum Qualifications**

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

**Preferred Qualifications**

Master's or Juris Doctorate degree.

Illinois Broker's or Managing Broker's License

**The duties listed are not set forth for purposes 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.**

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840

Chicago IL 60602

Job Code: 6412  
Job Title: Bureau Chief  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 1400350  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Bureau Chief of Asset Management is responsible for the direction and management of the overarching strategy and direction for policies and standards in relation to the County's real estate, facilities, capital projects and asset management. Reports directly to the President or his/her designee and works directly and oversees the Bureau of Asset Management which consists of the Department of Facilities Management, Capital Planning and Policy, and Real Estate. The Bureau Chief of Asset Management will work with the Director of Facilities Management, Director of Capital Planning and Policy, and Director of Real Estate to develop plans to establish strategic platforms necessary to achieve various real estate, asset and business objectives and oversee asset management. The Bureau Chief of Asset Management will engage in the supervision of all aspects of asset management and manage the various departments and business units under his/her jurisdiction to establish and implement strategic plans in accordance with the President's vision and best practices, budgets, personnel management and project supervision regarding the County's facility, real estate and capital functions and needs. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management. Oversees, supervises and initiates policy development to carry out asset management goals and objectives. Supervises work progress, provides direction and conducts various reports as requested by the President. Responsible for setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

### **Key Responsibilities and Duties**

Responsible for the overarching strategy of asset management in Cook County in relation to real estate management, capital projects and facilities management.

Formulates policies and strategic plans.

Develops asset management strategy and objectives with the President and Bureau Directors.

Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management.

Evaluates the effectiveness of various asset related programs, policies and projects.

Identifies and determines direction of development and implementation of process related to asset management, including property acquisition, facility management, lease options, capital projects, etc.

Influences business decisions in relation to real estate asset management.

Serves as a mentor and supervisor of the asset management team, which includes but is not limited to the Director of Real Estate, Director of Capital Planning and Director of Facilities Management.

Exercises knowledge of business requirements related to strategic plans.

Exercises global understanding and influences technical and business issues related to real estate asset management and operations.

Supervises work progress, provides direction and technical assistance and approves reports prepared by staff.

Evaluates and assists in budget preparation for all departments providing real estate asset management services and operations.

### **Knowledge, Skills and Abilities**

Ability to communicate effectively and professionally.

Ability to conceive and implement new plans, policies and projects.

Skill in monitoring and assessing the performance of individuals, programs and contracted services.

Strong oral, interpersonal and written communication skills.

Ability to use good judgment, ability to train, direct and motivate others.

Knowledge of budgeting.

Ability to act independently to resolve problems and recommend solutions.

Innovative and conceptual thinker.

Knowledge of Microsoft Office Suite.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree plus five (5) years' of experience working in real estate, construction management, or facilities management.

**Preferred Qualifications**

Master's Degree in business administration or related field.

Real Estate License.

**The duties listed are not set forth for purposes 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.**

**Revised: 10/17/14**

## COUNTY OF COOK



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

Job Code: 6235  
Job Title: Deputy Bureau Chief  
Salary Grade: 24  
Bureau: Asset Management  
Department: Asset Management  
Dept. Budget No. 031  
Position I.D. 1400745  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Responsible for working with the Bureau Chief and assisting in the development of the overarching strategy and direction for policies and standards in relation to the County's real estate, facilities, capital projects and asset management. Reports directly to the Bureau Chief and assists the Bureau Chief in the management and supervision of the departments and business units under the jurisdiction of the Bureau. Assists in designing and developing effective strategies for the efficient and systematic coordination of all activities pertaining to the formulation and implementation of asset management policies and Bureau administrative functions. Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County asset management activities as required or directed by the Bureau Chief. Assists in the supervision of work progress, provides direction and conducts various reports as requested by the President or the Bureau Chief. Assists in determining and setting policies, protocols, and procedures, as well as recommending budgets, supervising personnel and conducting operations.

#### **Key Responsibilities and Duties**

Responsible for assisting in the development of the overarching strategy of asset management in Cook County.  
Assists in ensuring efficient operation among departments and business units within the Bureau

and recommending organizational administrative changes aimed at achieving an optimal level of operating efficiency.

Assists the Bureau Chief in the development of asset management strategies, policies and objectives.

Interacts with managers/supervisors, professional consultants, contractors, separately elected officials and other agencies to coordinate County real estate asset management.

Evaluates the effectiveness of various asset related programs, policies and projects.

Identifies and advises on the direction of development and implementation of process related to asset management, including property acquisition, facility management, lease options, and capital projects.

Influences business decisions in relation to real estate asset management.

Exercises knowledge of business requirements related to strategic plans.

Supervises work progress, provides direction and technical assistance and approves reports prepared by staff.

Evaluates and assists in budget preparation for all departments providing real estate asset management services and operations.

Assumes responsibility for designated projects requiring oversight at the Bureau level; meets with department heads and officials to monitor various projects, assess progress in light of goals and objectives and convey information and directives from the Bureau Chief.

### **Knowledge, Skills and Abilities**

Ability to communicate effectively and professionally.

Ability to conceive and implement new plans, policies and projects.

Skill in monitoring and assessing the performance of individuals, programs and contracted services.

Strong oral, interpersonal and written communication skills.

Ability to use good judgment, ability to train, direct and motivate others.

Knowledge of budgeting.

Ability to act independently to resolve problems and recommend solutions.

Innovative and conceptual thinker.

Knowledge of Microsoft Office Suite.

**Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's Degree plus three (3) years' of experience working in real estate, construction management, facilities management, public administration or business administration.

**Preferred Qualifications**

Master's Degree in business administration or related field.

**The duties listed are not set forth for purposes 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.**

**Revised: 10/17/14 12/12/14**