

# COUNTY OF COOK



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

Job Code: 0112  
Job Title: Director of Financial Control III  
Salary Grade: 23  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200039  
Shakman Exempt

## Characteristics of the Position

### General Overview

Under the direction of the Bureau Chief of the Bureau of Economic Development, develops, recommends and implements financial policies and procedures related to Bureau finances at-large. Responsible for complex and critical elements of determining, implementing and reviewing the Bureau's budgetary requests and grants management. Provides leadership regarding the administration, acquisition and researching of Federal and State-funded programs, laws, rules, regulations and applicable guidelines relating to Housing, Community Development, Economic Development and Workforce Development. Works with the Bureau Chief to determine Bureau-wide budgets and provide concise and timely information for presentation and review for the County's annual budget. Develops and executes responsible accounting operations, formulates and implements financial control systems for the Bureau. Prepares policies, forms and financial manuals required to guide activities of accountants and personnel to maintain financial systems in departments under the Bureau. Formulates and enforces financial policies and procedures to ensure adequate control systems. Responsible for compilation, analysis and presentation of annual budget; including review of cash flow projections in addition to assisting with the tracking and preparing of financial reports.

### Key Responsibilities and Duties

Coordinates the annual budget formation for each fiscal year. Analyzes departmental budget requests and prepares preliminary budget. This includes verifying each department's budget request to determine the validity and justification for the dollars requested.

Analyzes all financial operations records and reports for the departments under the Bureau of Economic Development. Audits and analyzes various statements of receipts, disbursements, liabilities and assets.

Formulates and enforces financial policies and procedures.

Finalizes and prepares financial operating records. Prepares or directs the preparation of periodic, special and annual statements and other financial reports as required.

Trains and coordinates departmental personnel in accounting, budgeting, payroll, billings, and bookkeeping engaged in processing and reporting activities in financial control.

Conducts survey of operations to ascertain needs of the department. Sets up classification of accounts and organizes accounting procedures and machine methods for maintaining them.

Reviews, recommends and initiates various methods, policies, procedures for enhancing budget preparation and analysis.

Coordinates with department staff to review individual project level ledgers, and general and appropriations ledgers for federal grant programs throughout the fiscal year.

Coordinates with departmental staff the financial audits of both internal and sub-grantees to verify all financial transactions to ensure accordance with federal, state and local laws and ordinances regulating the federally and other funded block grant programs.

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

Thorough knowledge of the principles, practices and terminology of general and governmental accounting.

Thorough knowledge of financial administration including budgeting and reporting.

Thorough knowledge of MS Office Suite with demonstrated ability to work with accounting and budget software applications.

Ability to review reports, find and define problems, and propose solutions.

Skill in preparing and analyzing complex financial and statistical records, reports and statements.

Ability to utilize PC software systems to access and manipulate financial data.

Ability to confer with Bureau Chief and Department Directors as required and assist with the development and installation of new or revised accounting systems or procedures for corporate funds and federally funded block grant programs.

Ability to perform other business management, budgeting and accounting services as required; for example, originating and preparing accounting, statistical and general operating reports for use by administrators.

Considerable working knowledge of modern principles and practices utilized in accounting, business management functions, and in related governmental activities. Thorough knowledge of departmental rules and regulations.

Demonstrated analytical ability in fiscal matters. Ability to design, install, control and interpret complex accounting systems for county departments and institutions covering many and varied financial problems.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years of financial, business or accounting experience **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's degree in Accounting, Business Administration or related field.

Supervisory or managerial experience.

Certified Public Accountant (CPA).

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**JC: 0112 Revised 05/12**

## 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: 20  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1000986  
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: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200038  
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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## **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: 5531  
Job Title: Special Assistant for Legal Affairs  
Salary Grade: 24  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200037  
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: 5659  
Job Title: Bureau Chief  
Salary Grade: 24  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200043  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Chief for the Bureau of Economic Development provides leadership, management and general oversight for the President's mission and strategy regarding Cook County economic development. The Chief of the Bureau of Economic Development is responsible for leadership and general oversight of four departments focused on creating jobs, supporting stable employment, and fostering an environment friendly to businesses. The Bureau Chief is charged with the development and implementation of policies as it relates to economic development, capital planning, building and zoning, and community development. Supervises, directs, plans and is responsible for the management and direction of the Bureau of Economic Development as authorized by the President. Supervises and directs all administrative actions in conformance with the laws, decisions and authorizations of the President and the Board. Attends all meetings of the County Board and its committees. Consults with department heads and the President, and reports to the County Board as required. Bureau Chief works collaboratively with constituent groups in setting priorities and carrying out the instructional and administrative goals and objectives of the Cook County Government.

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

Consults with the County President and the Commissioners of the Cook County Board to recommend and discuss policies, procedures, goals and objectives, services, etc., relative to departments within the Bureau.

Provides leadership and planning in the development of new programs and initiatives in support of economic development in Cook County.

Provides leadership and assists suburban governmental agencies and associations in the solving of specific physical and economic problem.

Provides leadership and coordinates the development of regional economic development programs and initiatives.

Directs, plans, and implements policies, objectives, and activities of departments within the Bureau to ensure greatest impact on economic development in Cook County.

Analyzes departmental operations to evaluate performance and directs recommendations in areas of potential cost reduction, program improvement, or policy change.

Oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates acquisition of materials and payment for services provided to the Bureau.

Approves payroll sheets, requisitions and determines appropriateness of major purchases to meet the operational needs of the departments.

Ensures that departments have the necessary resources to perform their duties and fulfill all expectations.

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.

Supervises the staff of the Office of Economic Development. Directs and reviews the activities of the staff; ensures confidentiality is maintained.

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

Knowledge of County offices and applicable business administration. Ability to make policy recommendations.

Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.

Ability to develop, coordinate and implement programmatic changes. Ability to prepare departmental budget and allocations of funds.

Ability to maintain the department operation under budgetary constraints.

Ability to comprehend an agency's internal control structure including the control environment, accounting system and control procedures.

Ability to identify complex problems and review related information to develop and evaluate options and implement solutions.

Thorough knowledge of internal control concepts and procedures. Ability to ascertain compliance with laws, ordinances and regulations.

Ability to identify between errors, irregularities and illegal acts, and take appropriate action.

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

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

Ability to manage multiple projects effectively.

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 eight (8) years' work experience in legal, business, urban planning, real estate or public administration.

### **Preferred Qualifications**

Master's or Juris Doctorate 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: 5660  
Job Title: Assistant Deputy Bureau Chief  
Salary Grade: 23  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200044  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the direction of the Bureau Chief, assists with the design, preparation, and implementation of policy, strategic planning as well as operational planning. Oversees the overall management and direction of the Bureau's Administration and Support Services units including Administration, Personnel, Communications, and Information Technology. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large. Provides administrative oversight in the management of special inter-departmental projects and performs related duties as required. In collaboration with Bureau Chief and department heads, responsible for compilation and analysis of annual budget and personnel matters. While serving in a confidential advisory role coordinates with department management, staff and supervisory personnel to accomplish goals and objectives of the Bureau of Economic Development. Plans, coordinates and supervises activities related to human resources management, hiring and labor/union policies, strategies, negotiations and relations within the Bureau at-large.

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

Works in tandem with departments to assist with the planning and implementation of policies, objectives and activities of departments within the Bureau to ensure greatest impact on economic development in Cook County.

Directs the planning, coordination and implementation of administrative operations, communications, and information technology projects on behalf of the Bureau of Economic Development.

Evaluates departmental operations, identifies areas of deficiencies and oversees the development, modification and implementation of work standards, policies and procedures.

Provides technical assistance and serves as Bureau liaison to departmental managers and private consultants involved in program planning and implementation.

Serves as liaison with the County Bureau of Human Resources in coordinating all Human Resources related activities and functions on behalf of the Bureau to evaluate effectiveness and assist in the implementation of administrative procedures and policy changes to standardize policies across departments.

Directs the compilation of comprehensive operations and administrative reports for the departments under the Bureau of Economic Development.

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

Skill in recognizing areas of need and the ability to implement quick and sound policies in conjunction with Bureau Chief and Department Directors.

Ability to manage, supervise and coordinate professional staff for a variety of projects and tasks including administration, communications and information technology.

Skill in the collection, analysis and interpretation of statistical and demographic data.

Excellent oral and written communication skills (including skills in preparing letters, memos and reports)

Excellent organizational, follow-up, and process improvement skills.

Experience developing and creating program manuals and reporting tools.

Fundamental knowledge of Microsoft, Excel, Word and other software applications.

Ability to work well with others; excellent interpersonal skills in dealing with staff, County Board Members, elected and appointed officials, Federal, State, local officials and community based organizations.

Must possess professional judgment in dealing with sensitive and confidential matters.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years of business, public administration or urban planning

experience **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's or Juris Doctorate degree.

Prior supervisory or managerial experience.

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JC: 5660 revised 5/2012

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 5661  
Job Title: Deputy Bureau Chief  
Salary Grade: 24  
Bureau: Economic Development  
Department: Office of Economic Development  
Dept. Budget No. 027  
Position I.D. 1200041  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Deputy Bureau Chief is an executive management position with direct participation and preparation of policy, strategic planning and operation direction for the Bureau. Provides direct oversight and preparation of economic development policy and strategic planning for the Bureau. The Deputy Bureau Chief assists in the overall management and direction of strategic economic development projects and initiatives as well as assists in strategic policy and program development for the Departments under the Bureau. Coordinates and directs strategic economic development programs for the Bureau. Directs the conduct of grant research opportunities and the writing of proposals. Oversees the development of contract specifications, coordination of the selection and negotiation process and the monitoring of consultants engaged in providing contracted services. Communicates Bureau goals and mission to managers, the general public, outside agencies and project consultants. Serves in a confidential advisory role and reports to the Bureau Chief of Economic Development.

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

Provides direct participation in the preparation of policy, strategic planning and operation direction.

Consults with Chief and Deputy to plan, develop, design and execute programs, policies and procedures relative to the Bureau and the Department's overall goals and objectives.

Directs managerial staff in developing and implementing coordinated economic development projects.

Coordinates with management, staff and supervisory personnel to adhere to and accomplish legislative goals and objectives.

Establish long and short term goals and sets priorities for the Bureau.

Directs the conduct of research to gather information on proposed initiatives and special projects.

Analyzes and approves research findings and directs the preparation of reports and presentation of recommendations to Bureau Chief and department heads.

Directs the compilation of comprehensive operations and administrative reports for the Bureau including Departmental performance management reports.

Develops and recommends new goals and long-range planning strategies for the Personnel and Administrative Services Division relative to the overall mission and objectives of the Bureau.

Consults with Department Directors to design and coordinate operations to ensure the timely and effective delivery of services.

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

Skill in recognizing areas of need and the ability to implement quick and sound policies in conjunction with Bureau Chief and Departmental Directors.

Ability to assume responsibility; manage, supervise and coordinate professional staff in a variety of projects.

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.

Ability to work with others; excellent interpersonal skills.

Ability to assume responsibility for a variety of complex projects and tasks.

Knowledge of project organization, management, and control.

Skill in the collection, analysis and interpretation of statistical and demographic data.

Comprehensive knowledge of management principles and practices.

Must possess professional judgment in dealing with sensitive and confidential matters.

Proficiency in Microsoft Office software including MS Word, Excel and PowerPoint.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of five (5) years of business or public administration experience **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's or Juris Doctorate degree.

Prior supervisory or managerial work experience.

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