

## COUNTY OF COOK



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

Job Code: 0253  
Job Title: Business Manager III  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9500586  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the direction of the Purchasing Agent, plans, directs, and coordinates all activities of the majority of clerical staff. Helps to establish policies and procedures relevant to the department and its administrative operations. Reviews and evaluates all facets of departmental operations, acts in a supervisory capacity and provides technical assistance to other major administrative officials in preparation of budgets and in implementation of new policies and procedures.

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

Organize and coordinate office operations and procedures in order to ensure organizational effectiveness.

Provides orientation and supervision of clerical and lower level technical staff. Establishes criteria for acceptable work behavior or performance.

Collects, compiles, evaluates, and reports department-specific administrative information; oversees quality control of spreadsheet information; monitors departmental expenditures.

Aids in the preparation of annual budgets.

Assists in the formulation of new departmental policies and procedures.

Confers with top administrative officials of the department.

Inventory management (i.e. office supplies and materials; postage, office).

## **Knowledge, Skills and Abilities**

Knowledge of office practices and procedures; office equipment operation.

Supervisory practices and techniques; ability to plan, direct, coordinate, and supervise activities of technical staff and to receive cooperation of other county executives and administrators.

Basic personnel, payroll and purchasing procedures.

Clerical/technical level accounting and basic budget practices. Must be able to perform arithmetical and simple statistical calculations.

High degree of decision making ability.

Ability to prioritize, plan and organize work.

Able to use office automation tools.

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

## **Minimum Qualifications**

Graduation from an accredited college or university PLUS four (4) years' public administration, business, purchasing or corporate **OR** an equivalent combination of professional work experience, training and education.

## **Preferred Qualifications**

Master's degree.

Prior supervisory or managerial work 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.**

## COUNTY OF COOK



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

Job Code: 0300  
Job Title: Contract Administrator  
Salary Grade: 21  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9700575  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Works in close tandem with the Specification Engineers, performs professional and administrative duties in the development, coordination, maintenance and monitoring of contracts for Cook County. Aids in the development of contractual policies and contractual general conditions as well as in tandem with legal counsel and the State's Attorney's Office.

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

Responsible for the administering a contract compliance monitoring system for the Purchasing department to ensure that all contracts are being administered fairly.

Recommends revisions of operations and policies in response to change in education and business activity.

Plan and establish procedures and controls to conform with applicable laws and regulations and good purchasing techniques.

Coordinate the preparation of bid specifications and contracts involving large dollar outlays.

Keep informed of current legislation and County ordinances on County purchasing monitoring requirements.

Prepare and supervise the preparation of department activities report.

Plans and implements special events as assigned to encourage vendor participation or promote the activities of the Purchasing Department.

Records and completes necessary paperwork and follow-up for future events.

May represent management at Union meetings.

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

Ability to direct, supervise and guide other professional staff in their assigned work.

Possess good organizational skills, ability to prioritize tasks.

Possess excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Knowledge of computer programs such as Excel, Access and able to create spreadsheets.

Skill and judgment in dealing with labor/management issues, such as grievances.

Ability to effectively inform and advise upper management, (i.e. Chief Procurement Officer, Deputy Procurement Officer) on confidential and operational matters.

Ability to identify possible errors or irregularities staff documents; ability to meticulously create and review documents per departmental procedures.

### **Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS eight (8) years of business, financial, purchasing or public administration experience **OR**, graduation from an accredited college or university supplemented with four (4) years public administration, business, purchasing or corporate transaction or public administration.

### **Preferred Qualifications**

Master's or Juris Doctorate degree.

Five (5) year's work experience in the negotiation, drafting and management of contracts, corporate transactions in the public/private sector.

Prior supervisory or managerial work 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.**

## COUNTY OF COOK



### **Bureau of Human Resources**

118 N. Clark Street, Room 840  
Chicago IL 60602

Job Code: 0854  
Job Title: Public Information Officer  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 27  
Position I.D. 1000996  
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' 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.

**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: 1201  
Job Title: Assistant Procurement Officer  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9500556  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Serves as an assistant deputy to the Chief Procurement Officer and assists in the development and implementation of policies and procedures related to Cook County's procurement practices. Assists in the development of policy specifically related to buying, distribution and storage of merchandise and assists in conducting purchasing activities for Cook County Departments by performing delegated duties related to buying, distribution and storage of merchandise. Assists in the development and implementation of procurement training and assists with the supervision and training of buying, and clerical personnel. Performs other supervisory and personnel duties as assigned. Has comprehensive knowledge of procurement procedures as well as office rules, policies and procedures and assists in development and enforcement.

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

Assists in the development and implementation of procurement policies and procedures County-wide.

Reviews, in cooperation with the Chief Procurement Officer, all requisitions submitted by County departments, institutions and agencies. Passes on to buying staff all requisitions for approved supplies and equipment.

Consults with Buyers concerning substantial purchases depending on circumstances and assists with writing specifications to accompany requests for bids. Obtains and approves specifications from authorized personnel from various County departments where special conditions require variations of standard specifications.

Supervises the distribution of proposals for bids to approved lists of business concerns as directed by the Chief Procurement Officer. Supervises the collection, examination and storage of samples submitted in connection with bids. Assists with examination and approval of bids for lowest and best bidder and supervises the preparation of purchase orders.

Directs activities concerned with trading in or selling such items if non-transferable or if better financial arrangements are possible with trade-ins.

Responsible to the Chief Procurement Officer for assisting with supervision of employees at various levels performing clerical, storekeeping and buying operations for Cook County departments.

Coordinate the preparation of bid specifications and contracts involving large dollar outlays. Review all encumbrances and change orders submitted to the Department.

Keep informed of current legislation and County ordinances on County purchasing monitoring requirements and assists in drafting legislative changes as required.

Collaborate with administrative staff to develop and monitor annual budget.

Responsible for overseeing the preparation, review and approval of the Bid Opening report. Attends bi-monthly Bid Opening meetings.

Communicate with using agencies regarding all aspects of the Bids report and County Board agenda. Responsible for overseeing the preparation and review of the Contract and Bonds bi-weekly report.

Represent Office of the Chief Procurement Officer at Secretary to the Board Agenda Review meetings.

Review and concur on board Agenda items posted on the Automated Board Agenda, (ABA).

Represent Chief Procurement Officer on Vehicle Steering Committee and Sub-Committees and providing input on policy development.

Work with Specifications Engineers to ensure that all contracts are delivered to Contract Compliance for Post Bid Review.

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

Knowledge of purchasing methods and procedures, including techniques of specification writing, purchasing regulations, procedures and responsibilities of the Procurement Department.

Ability to direct, supervise and guide other professional staff in their assigned work.

Ability to effectively inform and advise upper management, on confidential and operational matters.

Possess good organizational skills, ability to prioritize tasks.

Possess excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments, staff, government officials, and the general public.

Knowledge of computer programs such as Microsoft Word, Excel, and current financial software.

Ability to use computer for web-based applications.

Skill and judgment in dealing with labor/management issues, such as grievances.

Ability to identify possible errors or irregularities staff documents; ability to meticulously create and review documents per departmental procedures.

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 a minimum of three (3) years' experience in business purchasing, or corporate transactions; **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's or Juris Doctor Degree.

Five (5) years' of experience negotiating or drafting procurements or contracts.

Prior supervisory or managerial work 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.**

## COUNTY OF COOK



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

Job Code: 1202  
Job Title: Deputy Chief Procurement Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9500555  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the general supervision of the Chief Procurement Officer, and acting for and on behalf of the, the incumbent has the responsibility to aide in the development and implementation of strategic sourcing and policy initiatives as it relates to Cook County purchasing and participates in the development and preparation of procurement related documents. Supervision is exercised over general staff as assigned or in the absence of the Chief Procurement Officer. Assists in the development, implementation and direction of county-wide procurement policy.

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

Determines procurement strategies and correct procurement methods.

Supervises all aspects of buying and acts on behalf of the Chief Procurement Officer during the latter's absence.

Ensures that purchases are made in conformity with current laws and regulations.

Conducts formal bid processes, which includes; evaluating requests for bids in conformance with applicable laws, procedures, and requirements; updating contracts; hosting bid openings for public reading; and/or, performing other related activities.

Assists County departments with purchasing activities, such as providing interpretation of policies and procedures and supplying sample documents.

Consults with County departments regarding goods/services to be purchased which best meet their needs and completes related detail in regard to same; May assist County departments with the preparation of County Board agenda items.

Reviews the County Board meeting agendas to ensure completeness, correctness, clarity and legality.

Develops, recommends and implements purchasing policies and procedures and monitors for compliance.

Assists in the development and establishment of office procedures and forms.

May assist in supervising a staff engaged in purchasing with responsibility for training, reviewing work, and participating in the evaluation of lower level purchasing staff.

Attends conventions and forums pertaining to purchasing; may participate in public speaking.

Works with County departments and agencies to develop an annual Procurement Forecast report.

Represents the Purchasing Department by attending Local 73 Union meetings.

May attend meetings and act in the absence of the Chief Procurement Officer.

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

Ability to strategically coordinate and direct procurement of goods and services.

Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.

Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise upper management, on confidential and operational matters.

Demonstrates excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.

Possess good organizational skills, ability to prioritize tasks.

Knowledge of computer programs such as Microsoft Word, Excel, Access and current financial software.

Demonstrates skill and judgment in dealing with labor/management issues, such as grievances.

Ability to function, lead and train staff in a changing, fast-paced environment.

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 a minimum of three (3) years' experience in public administration, business, purchasing or corporate transactions **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's or Juris Doctorate degree.

Five (5) years' experience negotiating or drafting procurements or contracts.

Certified Public Purchasing Officer.

Prior supervisory or managerial work 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.**

## COUNTY OF COOK



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

Job Code: 1202  
Job Title: Deputy Chief Procurement Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 1100005  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Under the general supervision of the Chief Procurement Officer, and acting for and on behalf of the, the incumbent has the responsibility to aide in the development and implementation of strategic sourcing and policy initiatives as it relates to Cook County purchasing and participates in the development and preparation of procurement related documents. Supervision is exercised over general staff as assigned or in the absence of the Chief Procurement Officer. Assists in the development, implementation and direction of county-wide procurement policy.

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

Determines procurement strategies and correct procurement methods.

Supervises all aspects of buying and acts on behalf of the Chief Procurement Officer during the latter's absence.

Ensures that purchases are made in conformity with current laws and regulations.

Conducts formal bid processes, which includes; evaluating requests for bids in conformance with applicable laws, procedures, and requirements; updating contracts; hosting bid openings for public reading; and/or, performing other related activities.

Assists County departments with purchasing activities, such as providing interpretation of policies and procedures and supplying sample documents.

Consults with County departments regarding goods/services to be purchased which best meet their needs and completes related detail in regard to same; May assist County departments with the preparation of County Board agenda items.

Reviews the County Board meeting agendas to ensure completeness, correctness, clarity and legality.

Develops, recommends and implements purchasing policies and procedures and monitors for compliance.

Assists in the development and establishment of office procedures and forms.

May assist in supervising a staff engaged in purchasing with responsibility for training, reviewing work, and participating in the evaluation of lower level purchasing staff.

Attends conventions and forums pertaining to purchasing; may participate in public speaking.

Works with County departments and agencies to develop an annual Procurement Forecast report.

Represents the Purchasing Department by attending Local 73 Union meetings.

May attend meetings and act in the absence of the Chief Procurement Officer.

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

Ability to strategically coordinate and direct procurement of goods and services.

Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.

Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise upper management, on confidential and operational matters.

Demonstrates excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.

Possess good organizational skills, ability to prioritize tasks.

Knowledge of computer programs such as Microsoft Word, Excel, Access and current financial software.

Demonstrates skill and judgment in dealing with labor/management issues, such as grievances.

Ability to function, lead and train staff in a changing, fast-paced environment.

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 a minimum of three (3) years' experience in public administration, business, purchasing or corporate transactions **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's or Juris Doctorate degree.

Five (5) years' experience negotiating or drafting procurements or contracts.

Certified Public Purchasing Officer.

Prior supervisory or managerial work 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.**

## COUNTY OF COOK



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

Job Code: 1210  
Job Title: Chief Procurement Officer  
Salary Grade: 24  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9500553  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Chief Procurement Officer is appointed by the President with the advice and consent of the County Board. Develops, implements and directs the procurement policies and activities for all county bureaus, elected officials, departments, agencies as prescribed by the Cook County Procurement Code Ordinance and all other related statutes.

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

Develops, determines and implements regular and periodic purchasing requirements, procedures and policies. Plans the methods, sources and procedures best suited to meet quality, quantity and delivery specifications.

Develops and determines various procurement methods.

Assigns buying responsibilities for specified groups of merchandise to buying staff according to availability of staff and special abilities of individual employees.

Develops and instructs in buying standards and techniques for each type of commodity. Explains specifications and performance standards required of buying staff.

Develops and installs auxiliary clerical services to assist with maintaining records and controls on all buying activities.

Assumes responsibility for purchasing and contractual commitments entered into by the Procurement Department and other county departments.

Prepares or supervises the preparation of lists of business concerns approved as reliable and suitable vendors.

Directs the distribution of proposals for bids to approved lists of business concerns. Supervises the examination of bids for the lowest bid. Advises buying staff on selection of bidder and directs the procedures for completing transactions.

Sets-up procedures for receiving, inspecting, distributing, inventorying and storing of merchandise purchased and delivered to county departments under purchasing jurisdiction. Develops or supervises the development of recording and reporting forms.

Distributes to various offices, departments, institutions or agencies of the county government all supplies, materials and equipment purchased through the authority of the Chief Procurement Officer.

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

Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.

Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise upper management, on confidential and operational matters.

Demonstrates excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.

Possess good organizational skills, ability to prioritize tasks.

Knowledge of computer programs such as Microsoft Word, Excel, Access and current financial software.

Demonstrates skill and judgment in dealing with labor/management issues, such as grievances.

Extensive knowledge of purchasing methods and procedures including techniques of specification writing, purchase regulations and procedures set-up for the keeping of procurement records.

Wide knowledge of the functional and technical properties of all kinds of merchandise used by county departments.

Ability to obtain and interpret market prices and trends, to apply such interpretations to procurement problems and to convey such to buying staff.

Judgment and adaptability in making routine and emergency decisions, in originating new ideas, procedures and techniques.

Prior supervisory or managerial work experience.

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 three (3) years of experience in an executive capacity in a purchasing office of a private or public entity with procurements reasonably comparable in size and nature to those of the County **OR**, an equivalent combination of professional work experience, training and education.

**Preferred Qualifications**

Master's Degree or Juris Doctorate degree.

Five (5) years' experience with a public agency or similar organization.

Prior supervisory or managerial work experience.

**The duties listed below 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: 5531  
Job Title: Special Assistant for Legal Affairs  
Salary Grade: 24  
Bureau: Finance  
Department: Office of Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 1000997  
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.

**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.**

JC:5531 revised 05/12