

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0054
Job Title: Director of Community Development and Planning
Salary Grade: 24
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 1200028
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Bureau Chief and the President of the County Board consults with the Planning Chairman and the Board of Commissioners. Responsible for the overall function of the Department and supervises a professional staff in the preparation of an ongoing and comprehensive plan for the physical, social and economic betterment of Cook County land use. Develops policy and procedures, organizes, and directs departmental work in planning, economic development and community assistance. Coordinates all related plans and assists County and local officials in the solutions of specific, physical, social and economic problems. Develop and coordinates federal, and state grant programs for Cook County. Coordinates County planning programs and conducts, reviews and refers plans, programs and projects in conjunction with local and regional officials.

Key Responsibilities and Duties

Oversees the management of community infrastructure and economic development initiatives for Cook County funded by corporate and federal funds.

Maintains up-to-date and accurate information on all Federal, State and private foundation aid programs which are available for use by Cook County to enhance property and community development and determines proper uses for remaining unincorporated lands based on land use studies within all incorporated communities in Cook County.

Assists suburban governmental agencies and associations in the solving of specific physical and economic problems such as public transportation, flood control, etc.

Coordinates the activities of planning programs to ensure correct compliance with grant specifications and regulations.

Determines feasibility and potential value of proposed projects and makes recommendations regarding such questions as priorities and the extent and scope of studies.

Formulates planning policies and programs for consideration and approval of the Bureau Chief and County Executives.

Assigns responsibility for individual projects to unit supervisors, coordinates projects involving more than one unit and reviews work in progress and approves work upon completion.

Evaluates effectiveness of projects under development and issues instructions governing their progress as needed.

Supervises consultants engaged in the preparation of highly specialized projects and studies.

Oversees the preparation, presentation, and control of the Department's annual budget and fiscal policies.

Knowledge, Skills and Abilities

Thorough knowledge of the purposes, methods and terminology used in urban planning, economic development, public assets and infrastructure.

Comprehensive knowledge of current methods used in the development and maintenance of planning studies.

Ability to prepare economic development and planning studies to formulate substantive recommendations for standards and programs in the development of the County.

Skilled in strong and effective communication, administration and management;

Ability to work with village, municipalities, State and County officials.

Knowledge of public policy and management, and its implementation.

Ability to conceptualize and implement new planning and economic development projects.

Exceptional writing and communication skills.

Knowledge of MS Office Suite and financial software program.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' experience in government administration, public service, law, economic development or related area **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate Degree.

Five (5) years' experience in government administration, public service, law, economic development.

Prior supervisory or managerial work experience.

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: 0056
Job Title: Project Director
Salary Grade: 22
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 9500240
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Project Director with an emphasis upon research for program development for the Department of Planning and Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Department and strategies for economic and community development for the County at-large. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County.

Key Responsibilities and Duties

Interprets, evaluates and manages research into public access program objective and achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short range projects related to housing, homelessness, economic development, and community development.

Oversees program execution and ensures established program goals and objectives are met.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Designs, implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to insure that the County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its numerous programs and projects.

Prepares narratives and statistical program status report.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote department programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of assignments.

Knowledge, Skills and Abilities

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing; supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning, transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology and techniques.

Must possess excellent writing skills in preparing letters, memos and reports.

Ability to operate computers; PC based software, GIS utilization and interpretation, various data base programs; manage/update data bases.

This position may require 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' work experience in community development or planning **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in community development or planning.

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

Job Code: 0056
Job Title: Project Director
Salary Grade: 22
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 9500246
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Project Director with an emphasis upon research for program development for the Department of Planning and Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Department and strategies for economic and community development for the County at-large. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County.

Key Responsibilities and Duties

Interprets, evaluates and manages research into public access program objective and achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short range projects related to housing, homelessness, economic development, and community development.

Oversees program execution and ensures established program goals and objectives are met.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Designs, implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to insure that the County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its numerous programs and projects.

Prepares narratives and statistical program status report.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote department programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of assignments.

Knowledge, Skills and Abilities

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing; supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning, transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology and techniques.

Must possess excellent writing skills in preparing letters, memos and reports.

Ability to operate computers; PC based software, GIS utilization and interpretation, various data base programs; manage/update data bases.

This position may require 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 professional work experience in community development or planning **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in community development or planning.

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

Job Code: 0056
Job Title: Project Director
Salary Grade: 22
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. No. 9500244
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Project Director with an emphasis upon research for program development for the Department of Planning and Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Department and strategies for economic and community development for the County at-large. Represents the County on various commissions and tasks forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County.

Key Responsibilities and Duties

Interprets, evaluates and manages research into public access program objective and achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short range projects related to housing, homelessness, economic development, and community development.

Oversees program execution and ensures established program goals and objectives are met.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Designs, implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to insure that the County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its numerous programs and projects.

Prepares narratives and statistical program status report.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote department programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of assignments.

Knowledge, Skills and Abilities

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing; supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning, transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology and techniques.

Must possess excellent writing skills in preparing letters, memos and reports.

Ability to operate computers; PC based software, GIS utilization and interpretation, various data base programs; manage/update data bases.

This position may require 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 professional work experience in community development or planning **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in community development or planning.

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Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0056
Job Title: Project Director
Salary Grade: 22
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. No. 9500236
Shakman Exempt

Characteristics of the Position

General Overview

Functions in the capacity of Project Director with an emphasis upon research for program development for the Department of Planning and Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Department and strategies for economic and community development for the County at-large. Represents the County on various commissions and task forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County.

Key Responsibilities and Duties

Interprets, evaluates and manages research into public access program objective and achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short range projects related to housing, homelessness, economic development, and community development.

Oversees program execution and ensures established program goals and objectives are met.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Designs, implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to insure that the County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its numerous programs and projects.

Prepares narratives and statistical program status report.

Interacts with departments, groups and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote department programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of assignments.

Knowledge, Skills and Abilities

Knowledge of a broad range of urban issues; State, Federal, local government legislative processes and impacts; communications industry, U.S. census map reading.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing; supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning, transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology and techniques.

Must possess excellent writing skills in preparing letters, memos and reports.

Ability to operate computers; PC based software, GIS utilization and interpretation, various data base programs; manage/update data bases.

This position may require 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' work experience in community development or planning **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's degree.

Five (5) years' experience in community development or planning.

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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: Planning and Development
Dept. Budget No. 013
Position I.D. 1000985
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: 5531
Job Title: Special Assistant for Legal Affairs
Salary Grade: 24
Bureau: Community and Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 1000987
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 law school with a Juris Doctorate degree.

Licensed to practice law in the State of Illinois.

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

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JC:5531 revised 5/2012

COUNTY OF COOK



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

Job Code: 5663
Job Title: Deputy Director of Community Development and Planning
Salary Grade: 24
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 1200030
Shakman Exempt

Characteristics of the Position

General Overview

Under the supervision of the Director, assists in the development and implementation of various policies and procedures and coordinates the planning efforts related to the various grant programs in the Department of Community Development and Planning. Responsible for the overall strategic development, implementation, coordination and management of department grants and grant fund distribution to various communities and community agencies. Assists the Director to formulate and implement policies and procedures for funded programs, both current and future. Supervises staff assigned to the grant programs and provides direction to staff responsible for overseeing IDIS, database management and other systems for funded programs. Ensures managers are meeting program goals and State and Federal mandates. Represents the Director in confidential meetings related to key areas of responsibility and collaborates with grant recipients, providers and the local municipalities. Serves as liaison with HUD Chicago and Washington and other County Departments and Agencies, including the States Attorney's Office, Comptroller, Treasurer, Human Resources, Budget, Finance, Human Rights, and Purchasing. Provides oversight, management and policy development for grant programs including, but not limited to the Community Development Block Grant, HOME, and Emergency Shelter Grant programs, and County matching funds.

Key Responsibilities and Duties

Provides oversight, management and policy development for grant programs including, but not limited to the Community Development Block Grant, HOME, and Emergency Shelter Grant programs, and County matching funds.

Evaluates applications and proposals requesting grant funding and prepares all public documents, citizen participation, project selection, monitoring and reports.

Ensures compliance with Federal regulations related to NSP, HOME, CDBG and other funded programs;

Develops policies governing grants and operation procedures. Prepares responses to outside auditors and HUD monitors.

Serves as liaison and representative with HUD Chicago and Washington and other County Departments and Agencies, including the States Attorney's Office, Comptroller, Treasurer, Human Resources, Budget, Finance, Human Rights, and Purchasing.

Assists the Director regarding fiscal management of each program that Deputy Director oversees, including the proper use of funds and timely expenditure.

Coordinates the Annual Action Plan, Consolidated Plan and Comprehensive Annual Performance Reports.

Supervises work progress, gives direction on projects, and approves final product of the assignments to staff.

Meets with elected officials as necessary to carry out programs goals and as assigned by Director.

Knowledge, Skills and Abilities

Thorough knowledge of Community Development practices and HUD funded programs relating to Housing and Community Development.

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

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

Ability to assume responsibility, manage, supervise and coordinate professional staff in a variety of complex project and tasks including grants administration, community based planning, and research.

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

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

Ability to decipher federal regulations.

General knowledge of basic accounting principles, methods and procedures.

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

This position requires 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 Bachelors' Degree PLUS a minimum of three (3) years' work experience in planning development, community or industrial **OR**, an equivalent combination of education, training and experience.

Preferred Qualifications

Master's degree.

Five (5) years' experience working in community development, with HUD grants or other government funded.

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COUNTY OF COOK



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

Job Code: 5664
Job Title: Deputy Director of Economic Development
Salary Grade: 24
Bureau: Economic Development
Department: Planning & Development
Dept. Budget No. 013
Position I.D. 1200031
Shakman Exempt

Characteristics of the Position

General Overview

Under the supervision of the Director, coordinates the overall economic development programming of the County. Develops policy, organizes and directs work of staff and conducts information gathering and research. Participates in problem-solving designed to facilitate economic development plans and programs. Identifies sources of grant monies for economic development programming and assists in the preparation of grant applications and the administration of successful grant requests. Consults with representatives of area economic development agencies, commercial, industrial and financial institutions in matters relating to the economic or industrial development of the County and coordinates economic development programs and activities, as well as maintains relationships with other officials, representatives of industry and community leaders. Supervises work progress, provides direction on projects, and approves final product of the assignments to staff in economic development unit.

Key Responsibilities and Duties

Determines strategy, feasibility and potential value of proposed projects and makes recommendations regarding prioritization.

Identifies, evaluates and inventories existing and potential industrial sites and facilities.

Gathers information and maintains a directory of businesses in the region.

Researches industry trends and development opportunities and recommends programs and incentives to ensure business and industries have the resources they need to remain viable and competitive.

Formulates economic development policies for consideration and approval of the Director and Bureau Chief.

Provides technical assistance to businesses and industrial communities seeking to maintain or expand their operations.

Periodically evaluates effectiveness of projects under development and reviews their progress as needed.

Supervises consultants engaged to assist in the preparation of specialized economic development studies.

Consults with representatives of area economic development agencies, commercial, industrial and financial institutions in matters relating to the economic or industrial development of the County and coordinates economic development programs and activities, as well as maintains relationships with other officials, representatives of industry and community leaders.

Keeps abreast of new sources of funding available.

Supervises work progress, provides direction on projects, and approves final product of the assignments to staff in economic development unit.

Meets with elected officials as necessary to carry out program goals and as assigned by Director.

Knowledge, Skills and Abilities

Comprehensive knowledge of the purposes, methods and terminology used in economic development.

Thorough knowledge of techniques used to gather data for statistical analysis.

Thorough knowledge of economic development programs and incentives.

Considerable knowledge of cost benefit analysis theories and principles.

Working knowledge of Federal and State or grant programs available for economic development.

Ability to organize, plan, supervise and review the work of professional staff.

Ability to prepare economic development studies and to formulate substantive recommendations for overall economic development of the County.

Ability to work well with others; excellent interpersonal skills in dealing with staff, County Board Members.

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

Minimum Qualifications

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

Preferred Qualifications

Master's Degree.

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: 5665
Job Title: Deputy Director of Finance Development and Strategic Projects
Salary Grade: 024
Bureau: Economic Development
Department: Planning and Development
Dept. Budget No. 013
Position I.D. 1200029
Shakman Exempt

Characteristics of the Position

General Overview

Under the supervision of the Director, coordinates the underwriting and portfolio assessment of the various federal funded housing loan and grant programs by providing leadership, financial and technical policy support to the Bureau in the project underwriting and loan support program areas. Supervises staff and outside consultants related to the portfolio management program areas under the Neighborhood Stabilization Program and HOME Program and other grant funded programs. Performs financial and economic analyses for commercial, industrial, and residential development projects that include public funds, and performs related duties as required. Represents the department Director in confidential meetings related to key area of responsibility.

Key Responsibilities and Duties

Makes recommendations regarding the County's strategic participation in non-profit development projects to stimulate investment in designated areas by evaluating applications and proposals requesting financial incentives available through various County and Federal grant programs.

Coordinates the underwriting of housing grants and loans and other financial tools that assist municipalities, non-profit partners, area businesses and developers; working with business, government and lenders to determine loan eligibility, and negotiating the financial structure of layered financed deals.

Directs staff in performing financial analysis and project feasibility for proposed development projects.

Monitors activities of on-going development projects by reviewing financial documents and approving payments for eligible costs to ensure public funds are properly expended to ensure compliance with funded program requirements.

Oversees the work of housing finance and portfolio management staff as they conduct project underwriting and loan support duties.

Develops policy decisions, facilitates meetings with public and County personnel, prepares reports and Board transmittals and performs special projects on behalf of the Director and Bureau Chief.

Knowledge, Skills and Abilities

Ability to strategize, analyze and evaluate the feasibility of complex financial proposals for major development projects.

Knowledge of single family, multifamily and commercial real estate development and underwriting.

Considerable knowledge of loan packaging.

Considerable skill in the application of financial planning and commercial lending principles.

Considerable analytic and negotiation skills.

Knowledge of Community Development practices and HUD funded programs relating to Housing and Community Development.

Considerable knowledge of business financing.

Considerable knowledge of loan packaging and municipal bond programs.

Ability to plan and coordinate project funding with a variety of lending institutions.

Ability to package and negotiate financial loan structures.

Knowledge and understanding of community needs in suburban Cook County

Ability to manage, supervise, train, and coordinate professional staff in a variety of complex projects and tasks.

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.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS a minimum of three (3) years' experience in finance, accounting, business administration or related field **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree.

Experience working in a community development department related area involving HUD or other government funded programs.

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.