

COUNTY OF COOK



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

Job Code: 0048
Job Title: Administrative Assistant III
Salary Grade: 16
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500455
Shakman Exempt

Characteristics of the Position

General Overview

Functions as a technical, administrative or other informed advisor and assistant to a County official or high ranking employee in the President's office in matters requiring knowledge of rules, regulations, objectives and protocols of the department. Provides administrative assistance in the Office of the President as assigned by the Chief of Staff or his/her designee. May be privy to highly confidential records, President's schedule and confidential correspondence. Prepares and maintains letters and correspondence directly effecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. Coordinates meetings for the executives within the Office of the President. May train new employees on office policies, procedures and protocols.

Key Responsibilities and Duties

Provides administrative assistance to executive staff in the Office of the President. Privy to highly confidential records, including executives' schedules and correspondence. Reproduces and maintains confidential letters, records, and memorandum regarding policies, procedures and protocols.

Prepares and maintains letters, memorandum and correspondence directly affecting the Office of the President. May assist in the preparation of Board Agenda items.

Performs bookkeeping functions relative to sizeable office expenditures, budget and purchases; reviews and verifies invoices and statements.

Coordination and distribution of Board Agendas and confidential Committee Agendas to various staff, departments and elected officials.

Work in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures.

May coordinate meetings and schedules for executives within the Office of the President.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of computerized programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of the Offices under the jurisdiction of the President.

Knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.), office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records.

Knowledge of Microsoft, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

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

Notary Public of the State of Illinois.

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: 0050
Job Title: Administrative Assistant IV
Salary Grade: 18
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500104
Shakman Exempt

Characteristic of the Position

General Overview

Provides administrative assistance in the Office of the President as assigned by the Chief of Staff or his/her designee. May be privy to highly confidential records, President's schedule and confidential correspondence, including matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly effecting the operation of the Office of the President and the County of Cook, including correspondence related to legal matters. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. May act as a personal representative or liaison on behalf of the executive or agency to bridge issues of common concern between professional staff, management and support operations; may assume primary supervisory responsibility for or oversight of select programs, functions, tasks, personnel and projects as directed; may manage executives itineraries and agendas; investigate operational problems and may recommend appropriate course of action to resolve problems and conflicts. May train new employees on office policies, procedures and protocols. May assist in office management, coordination of timekeeping and payroll functions.

Key Responsibilities and Duties

Provides administrative assistance to executive staff in the Office of the President. Privy to highly confidential records, including executives' schedules and correspondence. Reproduces and maintains confidential letters, records, and memorandum regarding policies, procedures and protocols.

Prepares and maintains letters and correspondence directly affecting the Office of the President. May assist in the preparation of Board Agenda items.

Performs bookkeeping functions relative to sizeable office expenditures, budget and purchases; reviews and verifies invoices and statements.

Evaluates office production, revises procedures or devises new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records. Plans office layouts and initiates cost reduction programs.

Reviews clerical and personnel records to insure completeness, accuracy and timeliness.

Prepares activity reports for guidance of management.

Assist in office management, coordination of timekeeping and payroll functions.

Coordination and distribution of Board Agendas and confidential Committee Agendas to various staff, departments and elected officials.

Work in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures.

May coordinate meetings and schedules for executives within the Office of the President.

May train new employees on office policies, procedures and protocols.

May draft response to Freedom of Information Requests.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of computerized programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of the Offices under the jurisdiction of the President.

Knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.), office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records.

Knowledge of Microsoft, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

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

Legislative research experience, policy development or paralegal 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: 0050
Job Title: Administrative Assistant IV
Salary Grade: 18
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500096
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance in the Office of the President as assigned by the Chief of Staff or his/her designee. May be privy to highly confidential records, President's schedule and confidential correspondence, including matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly effecting the operation of the Office of the President and the County of Cook, including correspondence related to legal matters. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. May act as a personal representative or liaison on behalf of the executive or agency to bridge issues of common concern between professional staff, management and support operations; may assume primary supervisory responsibility for or oversight of select programs, functions, tasks, personnel and projects as directed; may manage executives itineraries and agendas; investigate operational problems and may recommend appropriate course of action to resolve problems and conflicts. May train new employees on office policies, procedures and protocols. May assist in office management, coordination of timekeeping and payroll functions.

Key Responsibilities and Duties

Provides administrative assistance to executive staff in the Office of the President. Privy to highly confidential records, including executives' schedules and correspondence. Reproduces and maintains confidential letters, records, and memorandum regarding policies, procedures and protocols.

Prepares and maintains letters and correspondence directly affecting the Office of the President. May assist in the preparation of Board Agenda items.

Performs bookkeeping functions relative to sizeable office expenditures, budget and purchases; reviews and verifies invoices and statements.

Evaluates office production, revises procedures or devises new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records. Plans office layouts and initiates cost reduction programs.

Reviews clerical and personnel records to insure completeness, accuracy and timeliness.

Prepares activity reports for guidance of management.

Assist in office management, coordination of timekeeping and payroll functions.

Coordination and distribution of Board Agendas and confidential Committee Agendas to various staff, departments and elected officials.

Work in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures.

May coordinate meetings and schedules for executives within the Office of the President.

May train new employees on office policies, procedures and protocols.

May draft response to Freedom of Information Requests.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of computerized programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of the Offices under the jurisdiction of the President.

Knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.), office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records.

Knowledge of Microsoft, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

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

Legislative research experience, policy development or paralegal 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: 6238
Job Title: Aide to the Deputy Chief of Staff
Salary Grade: 20
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. No. 9500089
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Deputy Chief of Staff provides diverse, supportive and complex assistance. Prepares highly confidential memoranda, reports and materials of records and affairs. Prepares confidential memoranda and materials pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, Department Heads and as otherwise Schedules meetings with the Chief of Staff; President; County Board Commissioners; Bureau Chiefs and Department Heads. Responsible for determining and managing the Deputy Chief of Staff's executive itinerary, meeting agendas and event attendance records. Prepares various types of correspondence and reports, including but not limited to confidential correspondence and matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly affecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and assist in policy and program development. Assigns and coordinate various operational tasks to Department Heads at the request of the Deputy Chief of Staff. Acts as a personal representative or liaison on behalf of the Deputy Chief of Staff to bridge issues of common concern between professional staff, management and support operations. Assumes primary supervisory responsibility for oversight of select programs, functions, tasks, personnel and projects as directed. Investigates operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and may perform research for the development of policy and procedures for the office and departments under the jurisdiction of the President.

Key Responsibilities and Duties

Provides executive assistance directly to the Deputy Chief of Staff and prepares and maintains highly confidential records, correspondence, agendas, files and schedules.

Assists in determining and managing the Deputy Chief of Staff's executive itinerary, coordinates meetings, prepares meeting agendas and maintains event attendance records.

Provides analytical and specialized administrative support to assist with complex duties and details..

Responsible for initiating high level contacts of a complex nature.

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the department.

Interacts with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Chief of Staff.

Oversees special projects assigned by the Deputy Chief of Staff.

Performs necessary business functions for the department, including creating policies and procedures.

Conducts and/or supervises payroll and timekeeping functions.

Evaluates office production, reviews and revises procedures, and creates new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices for the Deputy Chief of Staff. Assists in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Acts as a liaison to officials and department heads in order to exchange information.

Directly assigns various operational tasks to Department Heads as requested by the Deputy Chief of Staff.

Aides in the research and development of policy and special initiatives as requested by the Deputy Chief of Staff.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment. High degree of decision-making ability.

Ability to plan, direct, coordinate and supervise activities of technical and clerical staff and to solicit the cooperation of other County executives and administrators.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff and Department Heads.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' of experience in a responsible administrative role within an executive office environment **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a Master's Degree.

Experience supporting a senior executive.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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: 0051
Job Title: Administrative Assistant V
Salary Grade: 20
Bureau: Office of the President
Department: Office of the President - Communications
Dept. Budget No. 010
Position I.D. 9500115
Shakman Exempt

Characteristics of the Position

General Overview

Helps managers and professional staff survey, investigate, diagnose and analyze operational problems to attain and sustain an optimum level of performance as measured by efficiency, effectiveness, morale, creativity, and organizational climate; develops recommendations and an action plan based on findings. Negotiates implementation strategy with people at senior levels in the organization. Assists the Chief of Staff as well as the Director and Deputy Directors for the Public Affairs and Communications with the development of speeches, correspondence, brochures, marketing information, public service announcements as well as the development of policies and procedures as to how departments should respond to media inquiry. Often works in conjunction with the Director, Deputy Directors, President and President staff. Privy to highly confidential records regarding countywide policies, procedures and protocols and matters pertaining to the President's Office and public affairs and communications. Performs highly confidential executive work related to the operational functions of the Department. Participates in the Office of the President senior staff meetings.

Key Responsibilities and Duties

Maintains a high level of interactive communication with Director and staff in order to properly assess the needs and urgencies of the departments under the Offices of the President.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact.

Performs highly confidential work for the Director and Deputy Director.

Advises managers on a continuous basis regarding their organizational structure and recommends changes to facilitate an efficient unit.

Consults with Department directors and managers in developing and implementing long and short-range plans designed to insure continued improvement and effectiveness of operations.

Conducts administrative projects, research and studies as required.

Manages and coordinates the preparation of materials for managers.

Prepares agenda for conferences; explains discussion topics to participants; drafts introductions and develops background information, exhibits and prepares outlines for executive staff to use in making presentations.

Advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contacts from high-ranking outside officials in unique situations.

Drafts speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Skill and proficiency in the use of a keyboard as applied to the operation of typewriters, work processors and personal computers as may be required.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

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

Experience drafting press releases, speeches, conducting research and dealing with the media.

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

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: 0292
Job Title: Administrative Analyst II
Salary Grade: 19
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500101
Shakman Exempt

Characteristics of the Position

General Overview

Provides administrative assistance in the Office of the President as assigned by the Chief of Staff or his/her designee. May be privy to highly confidential records, President's schedule and confidential correspondence, including matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly effecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. May act as a personal representative or liaison on behalf of the executive or agency to bridge issues of common concern between professional staff, management and support operations; may assume primary supervisory responsibility for or oversight of select programs, functions, tasks, personnel and projects as directed; may manage executives itineraries and agendas; investigate operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and performs research for the development of policy and procedures for the office and departments under the jurisdiction of the President. May serve in the capacity of an office manager and perform payroll functions. May train new employees on office policies, procedures and protocols.

Key Responsibilities and Duties

Provides administrative assistance to executive staff in the Office of the President. Privy to highly confidential records, including executives' schedules and correspondence. Reproduces and maintains confidential letters, records, and memorandum regarding policies, procedures and protocols.

Prepares and maintains letters and correspondence directly affecting the Office of the President. May assist in the preparation of Board Agenda items.

Performs bookkeeping functions relative to sizeable office expenditures, budget and purchases; reviews and verifies invoices and statements.

May perform payroll and timekeeping functions for the Office.

Evaluates office production, revises procedures or devises new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of records. Plans office layouts and initiates cost reduction programs.

Reviews clerical and personnel records to insure completeness, accuracy and timeliness.

Prepares activity reports for guidance of management.

Coordination and distribution of Board Agendas and confidential Committee Agendas to various staff, departments and elected officials.

Work in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures.

May coordinate meetings and schedules for executives within the Office of the President.

May aid in the research and development of policy and special initiatives.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

A high level of accuracy and proficiency in the use of computerized programs to manage and generate information, reports, letters, etc.

Basic knowledge of the purpose and goals of the Offices under the jurisdiction of the President.

Knowledge of specialized principles and techniques (i.e. accounting, bookkeeping, etc.), office practices and procedures. Knowledge of good office management principles. Skills and accuracy in the control, organization and maintenance of files and records.

Knowledge of Microsoft, Excel and any other software that may be applied to the position and its duties.

Ability to work cooperatively with administrative, supervisory and professional personnel in maintaining adequate services.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

Notary Public of the State of Illinois.

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: 6237
Job Title: Aide to the Chief of Staff
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. No. 9517536
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief of Staff provides diverse, supportive and complex assistance.. Prepares confidential memoranda, reports and materials of highly confidential records and affairs. Schedules meetings with the Chief of Staff; President; County Board Commissioners; Bureau Chiefs and Department Heads. Responsible for determining and managing the Chief of Staff's executive itinerary, meeting agendas and event attendance records. Prepares various types of correspondence and reports, including but not limited to confidential correspondence and matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly affecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and assist in policy and program development. Assigns and coordinate various operational tasks to Department Heads at the request of the Chief of Staff. Acts as a personal representative or liaison on behalf of the Chief of Staff to bridge issues of common concern between professional staff, management and support operations. Assumes primary supervisory responsibility for oversight of select programs, functions, tasks, personnel and projects as directed. Investigates operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and may perform research for the development of policy and procedures for the office and departments under the jurisdiction of the President. Assists the Aide to the President in supervisory responsibility for all necessary business functions of the Department and supervises support staff personnel on all aspects of office related business. Assists the Aide to the President in overseeing employees' time and attendance records in connection with payroll processing and other County personnel matters.

Key Responsibilities and Duties

Provides executive assistance directly to the Chief of Staff and prepares and maintains highly confidential records, correspondence, agendas, files and schedules.

Assists in determining and managing the Chief of Staff's executive itinerary, coordinates meetings, prepares meeting agendas and maintains event attendance records.

Provides analytical and specialized administrative support to assist with complex duties and details..

Responsible for initiating high level contacts of a complex nature.

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the department.

Interacts with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the Chief of Staff.

Oversees special projects assigned by the Chief of Staff.

Performs necessary business functions for the department, including creating policies and procedures.

Conducts and/or supervises payroll and timekeeping functions.

Evaluates office production, reviews and revises procedures, and creates new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices for the Chief of Staff. Assists in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Acts as a liaison to officials and department heads in order to exchange information.

Directly assigns various operational tasks to Department Heads as requested by the Chief of Staff.

Aides in the research and development of policy and special initiatives as requested by the Chief of Staff.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment. High degree of decision-making ability.

Ability to plan, direct, coordinate and supervise activities of technical and clerical staff and to solicit the cooperation of other County executives and administrators.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff and Department Heads.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' of experience in a responsible administrative role within an executive office environment **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a Master's Degree.

Experience supporting a senior executive.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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: 0293
Job Title: Administrative Analyst III
Salary Grade: 21
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 1000876
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief of Staff or his or her designee, works in the development and coordination of a unified effort for public affairs, public relations and communications within the offices of the President. Research local governmental policies, procedures and programs nation-wide in an effort to aid the County in its development and marketing of future County programs and developing programming and public service announcements as well as coordinating strategy for implementation of public information.

Key Responsibilities and Duties

Assist Chief of Staff and President with media inquiries, communication efforts and public affairs.

May assist in the development of public service announcements and community relations.

Researches local governmental policies, procedures and programs nation-wide in an effort to aid the County in its development and marketing of future County programs.

Represent the President as directed and community group events.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact. Types memos and reports related to same.

Schedules appointments with professional staff, or refers calls as necessary.

Takes minutes of meetings and prepares memorandum for Chief of Staff.

Consults with Department directors and managers in developing and implementing long and short-range plans designed to insure continued improvement and effectiveness of operations.

Conducts administrative projects, research and studies as required.

Drafts speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

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

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Excellent writing and communication skills.

Experience researching policy or working in public relations or communications.

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

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: 6236
Job Title: Aide to the President
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. No. 9500512
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President, provides diverse, supportive and complex assistance. Prepares highly confidential memoranda, reports and materials of records and affairs. Prepares confidential memoranda and materials pertinent to scheduled meetings with the President, County Board Commissioners, Bureau Chiefs, Department Heads and as otherwise directed. Responsible for determining and managing the President's executive itinerary, meeting agendas and event attendance records. Preparation various types of correspondence and reports including but not limited to confidential correspondence and matters related to legal affairs and litigation. Prepares and maintains letters and correspondence directly affecting the operation of the Office of the President and the County of Cook. Works in concert with other County departments and officials in order to exchange knowledge and/or obtain approval/signatures. Assigns various operational tasks to Department Heads as determined by the Aide to the President or at the request of the President. Acts as a personal representative or liaison on behalf of the President to bridge issues of common concern between professional staff, management and support operations. Assumes primary supervisory responsibility for oversight of select programs, functions, tasks, personnel and projects as directed. Investigates operational problems and may recommend appropriate course of action to resolve problems and conflicts. Performs special projects and assignments as directed and may perform research for the development of policy and procedures for the office and departments under the jurisdiction of the President. May engage in supervisory responsibility for all necessary business functions of the Department and supervise support staff personnel on all aspects of office related business. May oversee employees' time and attendance records in connection with payroll processing and other County personnel matters.

Key Responsibilities and Duties

Provides executive assistance directly to the President and prepares and maintains highly confidential records, correspondence, agendas, files, and schedules.

Assists in determining and managing the President's executive itinerary, coordinates meeting, prepares meeting agendas and maintains event attendance records. .

Provides analytical and specialized administrative support to assist with complex duties and details..

Responsible for initiating high level contacts of a complex nature..

Screens calls and visitors, answers questions in writing or verbally, and handles routine matters pertaining to the administration of the department.

Interacts with persons of all backgrounds, cultures and affiliations within all levels of government, business or non-profit entities on behalf of the President.

Oversees special projects assigned by the President.

Performs necessary business functions for the department, including creating policies and procedures.

Conducts and/or supervising payroll and timekeeping functions.

Evaluates office production ,reviews and revises procedures, and creates new forms to improve efficiency of workflow.

Establishes uniform correspondence procedures and practices. Assists in formulating procedures for systematic retention, protection, retrieval, transfer and disposal of records.

Acts as a liaison to officials and department heads in order to exchange information and/or obtain approval/signatures.

Directly assigns various operational tasks to Department Heads or as requested by the President.

Aides in the research and development of policy and special initiatives as requested by the President.

May train new employees on office policies, procedures and protocols.

Knowledge, Skills and Abilities

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment. High degree of decision-making ability.

Ability to plan, direct, coordinate and supervise activities of technical and clerical staff and to solicit the cooperation of other County executives and administrators.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Ability to follow-up in a thorough and timely manner relative to all requests and/or unresolved business.

Skill and accuracy in the control, organization and maintenance of files and records according to various methods.

Skill in the application of complex instructions, written and verbal; ability to accurately relate such instructions in full or part to other administrative staff and Department Heads.

Ability to coordinate several tasks at one time and perform well under pressure.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' of experience in a responsible administrative role within an executive office environment **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Graduation from an accredited college or university with a Master's Degree.

Experience supporting a senior executive.

Experience working with various governmental entities or officers.

Knowledge of the Microsoft Office Suite, including Microsoft Outlook, Word, and Excel.

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: 0619
Job Title: Legislative Coordinator II
Salary Grade: 22
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500103
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's 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.

Skill in legislative writing and analysis as well as grant research and writing.

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum three (3) years' executive administration and legislative analysis experience.

Preferred Qualifications

Juris Doctorate or Master's degree PLUS, five (5) years' work experience analyzing legislation and working with governmental authorities.

The duties listed are not set forth for purpose 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: 0295
Job Title: Administrative Analyst V
Salary Grade: 23
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500110
Shakman Exempt

Characteristics of the Position

General Overview

May assist the President, Chief of Staff or his/her designee in the research, development and implementation of policies, programs and other administrative functions to ensure that the President's Office and departments under the jurisdiction of the President effectively and efficiently meet their goals and objectives. May assist in the research and coordination of special projects as directed by the President or Chief of Staff. May assist in the development of the office budget and coordinate documents, policies and procedures for hiring exempt personnel in the Office of the President. May review confidential reports and managerial studies in order to make recommendations to the Chief of Staff or his/her designee. May serve as a liaison between the Office of the President and other departments and agencies in the County.

Key Responsibilities and Duties

Assists the Chief of Staff or his/her designee in the development of policies, programs and other administrative functions relative to agencies and functions with the President's jurisdiction.

Reviews confidential reports and managerial studies as they relate to personnel and/or administrative services in order to make appropriate recommendations or to review the operations of various departments under the jurisdiction of the President.

Ascertains and/or accesses “best practices” in order to construct appropriate policies and procedures.

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

Serves as a liaison between the President’s Office and other departments or agencies as directed.

Monitors work projects assigned to ensure departments have the necessary resources to perform their expected functions.

May coordinated executive itineraries and agendas.

Knowledge, Skills and Abilities

Excellent communication, organizational and interpersonal skills.

Knowledge of local government function and purpose.

Ability to make policy recommendations. Ability to develop, coordinate and implement programmatic changes.

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

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts, and recommend appropriate action.

Must be able to demonstrate good administrative and supervisory skills.

Ability to manage multiple projects effectively.

Minimum Qualifications

High School Diploma or GED certificate PLUS a minimum of one (1) year of experience in an administrative capacity **OR** graduation from an accredited college or university with a Bachelor’s degree.

Preferred Qualifications

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

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

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

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: 0620
Job Title: Legislative Coordinator I
Salary Grade: 20
Bureau: Office of President
Department: Office of President
Dept. Budget No. 010
Position I.D. 9500090
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.

The duties listed are not set forth for purpose 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: 1031
Job Title: Special Assistant
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 1000979
Shakman Exempt

Characteristics of the Position

General Overview

Assists the Chief of Staff or his/her designee in the research, development and implementation of policies, programs and other administrative functions to ensure that the President's Office and departments under the jurisdiction of the President effectively and efficiently meet their goals and objectives. Reviews confidential reports and managerial studies in order to make recommendations to the Chief of Staff or his/her designee. May serve as a liaison between the Office of the President and other departments and agencies in the County. May evaluate employee performance as directed by the Chief of Staff.

Key Responsibilities and Duties

Assists the Chief of Staff or his/her designee in the development of policies, programs and other administrative functions relative to agencies and functions with the President's jurisdiction.

Reviews confidential reports and managerial studies as they relate to personnel and/or administrative services in order to make appropriate recommendations or to review the operations of various departments under the jurisdiction of the President.

Ascertains and/or accesses “best practices” in order to construct appropriate policies and procedures.

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

Serves as a liaison between the President’s Office and other departments or agencies as directed.

Monitors work projects assigned to ensure departments have the necessary resources to perform their expected functions.

May coordinated executive itineraries and agendas.

Knowledge, Skills and Abilities

Excellent communication, organizational and interpersonal skills.

Knowledge of local government function and purpose.

Ability to make policy recommendations. Ability to develop, coordinate and implement programmatic changes.

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

Ability to ascertain compliance with laws, ordinances and regulations. Ability to identify between errors, irregularities and illegal acts, and recommend appropriate action.

Must be able to demonstrate good administrative and supervisory skills.

Ability to manage multiple projects effectively.

Minimum Qualifications

Graduation from an accredited college and/or university with a Bachelor's degree PLUS a minimum of two (2) years’ professional work experience in public or policy administration **OR** an equivalent combination of academic and professional training indicative of expertise in assigned sector of responsibilities is desirable.

Ability to utilize Microsoft Word, Excel and PowerPoint.

Preferred Qualifications

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

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

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

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.

JC: 1031 Revised 05/12

COUNTY OF COOK



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

Job Code: 6243
Job Title: Director of External Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. # 9500114
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President, Chief of Staff and/or Director of Communications and Public Affairs, is responsible for developing strategies and coordinating community outreach efforts related to operations, programs and the implementation of projects for the President and various Departments under the jurisdiction of the President. Supports the President's mission and strategic plan by developing and coordinating outreach to publicize available programs and program opportunities. Assists in the coordination of public events for the President and community based events and may be required to assist in various research, the writing of speeches, developing brochures, promotional materials, press releases and public service announcements. Develops partnerships with key community stakeholders and civic associations. Maintains close coordination and communication with Department Heads and remains closely aligned with the vision and strategy of the President's. Works directly with the President and the Director of Communications and Public Affairs.

Key Responsibilities and Duties

Actively participates in community based events to coordinate community outreach efforts on behalf of the President regarding various County initiatives.

Develops and promotes community relations opportunities by developing policies and implementing programs at community events.

Maintains and develops relationships with key external contacts and the community at large.

Works with various departments to develop programs, events and new initiatives and promote such new and ongoing initiatives in the community at large.

Assists President, Chief of Staff and Director of Communication and Public Affairs with media inquiries, communication efforts and public affairs.

May assist in the development of public service announcements and community relations efforts.

Coordinates matters for invited guests of the President at County Board meetings.

Researches local governmental policies, procedures and programs nation-wide in an effort to aid the County in its development and marketing of future County programs.

Represents the President at community group events.

Responds in a sensitive and capable manner in situations requiring a high degree of confidentiality and tact.

Takes minutes of meetings and prepares memorandum for Chief of Staff regarding community based events.

Assists in the drafting of speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development of policies as it relates to media response.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents.

Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' experience working with governmental entities, community based organizations or in public affairs and communications **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in journalism, communications, public relations or public administration.

Five or more years' experience working for a governmental entity, community based organization or a private public relations firm.

Proficient verbal and written communication skills.

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.

JC: 4424 Revised 05/12

COUNTY OF COOK



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

Job Code: 4701
Job Title: Deputy Director of Communications and Public Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9520978
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief of Staff and/or Director of Public Affairs and Communications, responsible for assisting in the management of the communication and public affairs operation for the President and offices under the jurisdiction of the President. Responsible for assisting in the development of policies and procedures for the coordinated response to the media and for directing, assigning, explaining, reporting and promoting through the media, points of information and programs regarding the President and County. Assists in providing supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Supervises the conduct of individuals working in public affairs as well as the public information officers under the jurisdiction of the President as directed by the Chief of Staff or Director of Public Affairs. Assists in the development and authorization of quotes for newsletters, resolutions, congratulatory letters, press releases, and media inquiry. May represents the President before the press and assist in the coordination of public affairs, communications and community outreach for the President and departments under his/her control.

Key Responsibilities and Duties

Assists in coordinating the President's communication and public affair efforts including providing responses to media inquiry, press releases, community outreach and speaking engagements.

Assists in the development of public service announcements and community relations efforts.

Assists in research efforts and aids in the development and implementation of policies regarding the marketing and communication of County programs and the President's agenda.

Represents the President as directed and community group events.

Directs and supervises staff working in and on communication and public affairs efforts including but not limited to the Public Information Officers.

Consults with Department directors and managers in developing and implementing long and short-range plans designed to communicate County programs and improvements.

May drafts speeches, PSA's, brochures, press releases, as required.

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, organizes and manages the photo morgue and press release/speech morgue for records and easy reference.

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; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Knowledge, Skills and Abilities

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

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS a minimum of four (4) years of communication or public relations experience **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 communications, media and/or public relations fields.

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: 4702
Job Title: Special Legal Counsel
Salary Grade: 24
Bureau: Office of President
Department: Office of President
Dept. Budget No. 010
Position I.D. 9518485
Shakman Exempt

Characteristics of the Position

General Overview

Acts as internal legal advisor and general counsel to President and Chief of Staff in all matters related to the statutory authority and execution of powers of the President and County departments. May function as a legal aide to directors or bureau chiefs as needed. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by departments, bureaus, various elected offices, agencies or County Board. Serves as a Freedom of Information Officer and advises on matters related to the Freedom of Information Act. Serves as an Open Meetings designee. May assign and supervise work of other attorneys under the jurisdiction of the President, including the Assistant Special Legal Counsel and other Special Assistants for Legal Affairs. Works with the 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 Office of the Cook County State's attorney as required. Advises the President and Chief of Staff regarding important legal matters as well as litigation. Researches and drafts policies, procedures, ordinances, agreements as necessary. May assist in the negotiation and drafting of various contracts.

Key Responsibilities and Duties

Provides legal advice in a variety of matters pertaining to the executive function as well as department and agency 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 President or Chief of Staff. Conducts legal research and advises as necessary or requested.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and 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.

May assist departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc.

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

Provides advice on procedural rules and policies pertaining to the interpretation and enforcement of applicable ordinances, as well as general policy and procedure.

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

Serve as a Freedom of Information Officer and Open Meetings Act designee.

Reports matters of legal relevance to the President and/or Chief of Staff.

May direct, coordinate and supervise assignments to the Assistant Special Counsel and the various Special Assistants for Legal Affairs.

Knowledge, Skills and Abilities:

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Knowledge of transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Skilled in negotiating and drafting various legal agreements and ability to coordinate litigation efforts.

Knowledge of Freedom of Information and Open Meeting laws.

Knowledge of state, local and federal regulations.

Excellent writing and communication skills.

Minimum Qualifications

Possession of a Juris Doctorate degree from an accredited School of Law and licensed to practice law in the State of Illinois PLUS a minimum of three (3) years of experience in the practice of law.

Preferred Qualifications

Prior supervisory or managerial 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: 4770
Job Title: Chief of Staff
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500085
Shakman Exempt

Characteristics of the Position

Serves as the executive advisor to the President and assists the President in the development of policies, programs and other executive functions. Provides direction to the various bureaus and departments under the President's control and supervises and evaluates the performance of department heads and bureau chiefs under the jurisdiction of the President. May work directly with the various elected officials or their staff, Board of Commissioners, department heads and bureau chiefs as needed or directed, in order to assist in the efficient operation of County government and develop a coordinated approach to problem solving. Develops and implements policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Supervises, instructs and directs the work activities of staff in the office of the President. Works directly with the department heads to effectively utilize appropriated funds and to coordinate approaches to problem solving. Works with the President's legal counsel and State's Attorneys Office as necessary in order to address and respond to litigation and other legal matters. Consults with the President's legislative staff and legal counsel to address legislative matters.

Key Responsibilities and Duties

Assists the President in the development of policies, programs and other executive functions to ensure that county policies are developed, implemented and enforced.

Works with various elected officials and agencies to assist in the efficient operation of County government and develop a coordinated approach to problem solving.

Works with the Presidents legal counsel and legislative staff to address legislative matters and to coordinate President's position regarding litigation and other legal matters.

Assists and oversees the accuracy and timeliness of budget preparation for all departments as well as coordinates the acquisition of materials and payment for services provided to the Office of the President.

Approve payroll sheets, requisitions and determine appropriateness of major purchases to meet the operational needs of the department.

Ensures that the department has the necessary resources to perform duties and fulfill all expectations.

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

May review the accuracy and completion of assigned work projects.

Reviews confidential reports and managerial studies in order to present recommendations to the President.

Supervises the staff of the Office of the President, as well as bureau chiefs and department heads and reviews the activities of the staff; ensures confidentiality is maintained.

Knowledge, Skills and Abilities

Knowledge of applicable business administration. Ability to make policy recommendations.

Knowledge of political processes in State and County government.

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.

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.

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

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

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

Ability to manage multiple projects effectively.

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 five (5) years of executive administration experience or legal experience **OR** equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate Degree

Professional work experience working on behalf of or working with various governmental agencies.

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: 4771
Job Title: Deputy Chief of Staff
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500086
Shakman Exempt

Characteristics of the Position

Assists the Chief of Staff and President with the oversight of departments under the jurisdiction of the County Board President. Assists the Chief of Staff in the development of policies, programs and other executive functions. Develops policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Supervises instructs and directs the work activities of administrative staff in the office of the President as authorized by the Chief of Staff. Works directly with the department heads as directed by the Chief of Staff to effectively utilize appropriated funds and to coordinate approaches to problem solving.

Key Responsibilities and Duties

Assists the Chief of Staff and President in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief of Staff and 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 Office of the President.

May be requested to approve payroll sheets, requisitions and determine appropriateness of major purchases to meet the operational needs of the department.

Ensures that the department has the necessary resources to perform duties and fulfill all expectations.

Assigns confidential/special work projects to County departments as authorized by the President or Chief of Staff in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief of Staff with reviewing 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 the President as directed by the Chief of Staff. 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.

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.

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.

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

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

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

Ability to manage multiple projects effectively.

Knowledge of political processes in State and County government.

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 of executive administration, legislative or legal experience.

Preferred Qualifications

Master's or Juris Doctorate Degree.

Professional work experience working on behalf of or working with various governmental agencies.

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: 4771
Job Title: Deputy Chief of Staff
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 1300018
Shakman Exempt

Characteristics of the Position

Assists the Chief of Staff and President with the oversight of departments under the jurisdiction of the County Board President. Assists the Chief of Staff in the development of policies, programs and other executive functions. Develops policy and provides recommendations concerning inefficient procedures to develop more effective work methods. Supervises instructs and directs the work activities of administrative staff in the office of the President as authorized by the Chief of Staff. Works directly with the department heads as directed by the Chief of Staff to effectively utilize appropriated funds and to coordinate approaches to problem solving.

Key Responsibilities and Duties

Assists the Chief of Staff and President in the development of policies, programs and other executive functions to ensure that county policies are enforced.

Assists the Chief of Staff and 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 Office of the President.

May be requested to approve payroll sheets, requisitions and determine appropriateness of major purchases to meet the operational needs of the department.

Ensures that the department has the necessary resources to perform duties and fulfill all expectations.

Assigns confidential/special work projects to County departments as authorized by the President or Chief of Staff in order to fulfill the goals and objectives of the Cook County President, Board of Commissioners.

Assists the Chief of Staff with reviewing 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 the President as directed by the Chief of Staff. 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.

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.

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.

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

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

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

Ability to manage multiple projects effectively.

Knowledge of political processes in State and County government.

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 of executive administration, legislative or legal experience.

Preferred Qualifications

Master's or Juris Doctorate Degree.

Professional work experience working on behalf of or working with various governmental agencies.

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: 5213
Job Title: Assistant Special Legal Counsel
Salary Grade: 24
Bureau: Office of President
Department: Office of President
Dept. Budget No. 010
Position I.D. 9500087
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the associate legal counsel in the Office of the President, reporting to the Chief of Staff, Special Counsel or President as necessary, requested or directed. May act as legal advisor and counsel to President and Chief of Staff in matters related to the statutory authority and execution of powers of the President and County departments as requested by the President, Chief of Staff or Special Counsel. May function as a legal aide to directors or bureau chiefs as needed. Provides assistance in interpreting the legal ramifications of proposals, policy directives and other actions planned or undertaken by departments, bureaus, various elected offices, agencies or County Board. Serves as a Freedom of Information Officer and advises on matters related to the Freedom of Information Act. Works with the State's Attorneys Office as necessary or directed 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. Researches and drafts policies, procedures and ordinances as necessary.

Key Responsibilities and Duties

Provides legal advice in a variety of matters pertaining to the executive function as well as department and agency 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 President or Chief of Staff. Conducts legal research and advises as necessary or requested.

Acts in tandem, where necessary, with legal advisors in the State's Attorney's Office and 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.

May assist departments in revising ordinances, legislative proposals, directives, correspondence, and/or policies for use in intergovernmental relations and public statements etc.

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

Provides advice on procedural rules and policies pertaining to the interpretation and enforcement of applicable ordinances, as well as general policy and procedure.

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

Serve as a Freedom of Information Officer..

Reports matters of legal relevance to the President, Chief of Staff and/or Special Counsel.

Knowledge, Skills and Abilities:

Thorough and extensive knowledge of the law as it pertains to local and municipal government in Illinois, particularly with respect to Cook County government and the Chicago Metropolitan area including unincorporated areas of Cook County.

Skills in researching, interpreting and arguing law as it pertains to the responsibility and authority of the department; likewise, skilled in the legal analysis and interpretation of the rules, regulations, laws, ordinances and resolutions of the Cook County Board.

Transactional legal experience.

Ability to coordinate any of the above in connection with the State's Attorney and/or other designated counsel.

Knowledge of Freedom of Information and Open Meeting laws.

Knowledge of state, local and federal regulations.

Minimum Qualifications

Possession of a Juris Doctorate degree from an accredited School of Law and licensed to practice law in the State of Illinois PLUS a minimum of three (3) years of experience in the practice of law.

Preferred Qualifications

Excellent writing and communication skills.

Experienced in negotiating and drafting various legal agreements and ability to coordinate litigation efforts.

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: 5234
Job Title: Special Assistant for Governmental and Legislative Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500093
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the in-house governmental affairs and legislative advisor to the President and Chief of Staff regarding federal, state or local legislative matters and initiatives. Serves as the President's in-house liaison to the various federal, state or local elected officials and offices. Coordinates the County's approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the County's position. Supervises the legislative coordinators in the Office of the President and in the various departments under the jurisdiction of the President. Performs research and advisory functions related to legislative initiatives. Effectively recommends and provides data to the President, Chief of Staff and departments to assist 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 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 sensitive and confidential nature, necessary to complete assignments for the department.

Key Responsibilities and Duties

May write 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.

Directs, coordinates and supervises the legislative efforts of the County.

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.

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.

Skill in legislative writing and analysis as well as grant research and writing.

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

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

Knowledge of political processes in State and County government.

Skilled dealing with legislators and elected officials.

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS a minimum of three (3) years' 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

Masters or Juris Doctorate Degree.

Experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

The duties listed are not set forth for purpose 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: 6242
Job Title: Director of Governmental and Legislative Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No.: 010
Position I.D. No.: 9517532
Shakman Exempt

Characteristics of the Position

General Overview

Serves as the in-house governmental affairs and legislative director and advisor to the President and Chief of Staff regarding federal, state or local legislative matters and initiatives. Serves as the President's in-house liaison to the various federal, state or local elected officials and offices. Coordinates the County's approach and response to various legislative matters and works with the various departments, elected offices and agencies to coordinate the President's and County's position. Supervises the Special Assistant for Governmental and Legislative Affairs and the Legislative Coordinators in the various departments under the jurisdiction of the President. Performs research and advisory functions related to legislative initiatives and assists the President in formulating a legislative policy agenda. Effectively recommends and provides data to the President, Chief of Staff and departments to assist in setting policy and making decisions concerning legislative initiatives. Works directly with County lobbyists in advocating the President's position and County interests with State and Federal officials, agencies and legislative bodies. Reviews Illinois and Federal legislative issues that may have a budgetary impact for the County relative to such legislation and provides responsive information to the President or his/her designee.

Key Responsibilities and Duties

Writes legislative analysis' for proposed legislation regarding bills that will affect the respective Department(s); advises 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 President or his/her designee and forwards to the County's lobbyists or President's 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.

Directs, coordinates and supervises the legislative efforts of the County.

Researches various legislative initiatives.

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 or President response on pending legislation that may affect the County or respective Department.

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

Remains in regular contact with and advises the President or his or her designee and other key leaders within the County regarding matters involving governmental affairs and legislation.

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.

Skill in legislative writing and analysis as well as grant research and writing.

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

Knowledge of political processes in State and County government.

Experience in dealing with legislators and elected officials.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree **PLUS** three (3) years' experience working for a legislative body, governmental office or lobbyist **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Juris Doctorate or Master's degree.

Five (5) or more years' work experience analyzing, drafting or researching legislation or working with or lobbying on behalf of or before a governmental agency.

The duties listed are not set forth for purpose 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: 5588
Job Title: Director of Communications and Public Affairs
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500099
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the President and Chief of Staff, responsible for the overall management and control of the President's communication and public affairs operation. Responsible for developing policies and procedures for the coordinated response to the media and responsible for directing, assigning, explaining, reporting and promoting through the media points of information and programs regarding the President and County and provides accurate and supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Supervises the conduct of individuals working in public affairs as well as the public information officers under the jurisdiction of the President. Provides assignment and direction to the Deputy Directors of Public Affairs and Communication. Director or designee is responsible for authorizing all quotes for newsletters, resolutions, congratulatory letters, press releases, and media inquiry. Represents the President before the press and coordinates public affairs, communications and community outreach for the President and departments under his/her control.

Key Responsibilities and Duties

Coordinates and directs the President's communication and public affair efforts including responses to media inquiry, press releases, community outreach and speaking engagements.

Direct the development of public service announcements and community relations efforts.

Direct research efforts and develop and implement policies regarding the marketing and communication of County programs and the President's agenda.

Represent the President as directed and community group events.

Direct and supervise staff working in and on communication and public affairs efforts including but not limited to the Deputy Director of Public Affairs and Public Information Officers.

Represents the President before the media and coordinates media access to the President.

Participates in or attends confidential discussions with the President 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.

Supervises the compilation of press clippings for records and easy reference.

Drafts speeches, PSA's, brochures, press releases, as required.

Knowledge, Skills and Abilities

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

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Bachelor's Degree from an accredited college or university PLUS a minimum of two (2) years' experience working in public affairs or communications **OR** equivalent combination of professional work experience, training and education.

Ability to utilize Microsoft Word, Excel and Power Point.

Preferred Qualifications

Master's Degree from an accredited college or university.

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

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

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: 5714
Job Title: Press Secretary
Salary Grade: 23
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 9500100
Shakman Exempt

Characteristics of the Position

General Overview

Under the direction of the Chief of Staff and/or Director of Communications and Public Affairs, responsible for assisting in the management of communications for the President and offices under the jurisdiction of the President. Responsible for assisting in the development of policies and procedures for the coordinated response to the media and for directing, assigning, explaining, reporting and promoting through the media, points of information and programs regarding the President and County. Coordinates supportive press coverage of the efforts and accomplishments of the department and coordinating agencies thereof. Supervises the conduct of individuals working as the public information officers or other designations of communication functions under the jurisdiction of the President as directed by the Chief of Staff or Director of Communications and Public Affairs. Responsible for appropriate information and issuing statements for media inquiry, press releases, news articles, newsletters, resolutions, and wherever else appropriate. Represents the President before the press and assists in the coordination of public affairs, communications and community outreach for the President and departments under his/her control.

Key Responsibilities and Duties

Assists in coordinating the President's communication and public affair efforts, focusing on providing responses to media inquiry, press releases, and developing developing stories around the President's and County's policies and programs.

Assists in the development of public service announcements and community relations efforts.

Assists in research efforts and aids in the development and implementation of policies regarding the marketing and communication of County programs and the President's agenda.

Represents the administration before the media and coordinating media access to the President.

Represents the President as directed.

Directs and supervises staff working in and on communication and public affairs efforts including but not limited to the Public Information Officers.

Assists in the development and implementation of long and short-range plans designed to communicate County programs and improvements.

Drafts speeches, PSA's, brochures, press releases, media advisories and statements as directed or required.

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 policies and programs regarding Department directives.

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

Prepares press briefs for the President; anticipates questions and assists the Director in preparing documentation and appropriate responses for the press and media.

Knowledge, Skills and Abilities

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

Ability to work cooperatively with supervisory and professional personnel in the coordination or delivery of services as provided by the agency.

Ability to make sound decisions and carry out programs affecting one's own work and the work of others in a changing work environment.

Ability to research programs and aid in the development policies as it relates to media response.

Good communication skills; ability to exercise diplomacy, gather information from others and make inquiries; ability to convey information and explain or discuss office policy and procedure with others in person or by telephone.

Good attention to multifarious detail; ability to proof, verify and edit complex data, transcribe and cross reference data from personal computer and documents. Ability to follow-up in a thorough and timely manner relative to unresolved business.

Thorough knowledge of the principles and techniques of office practices and procedures. Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems.

Minimum Qualifications

Bachelor's Degree from an accredited college or university PLUS a minimum of two (2) years' experience working in public affairs or communications **OR** equivalent combination of professional work experience, training and education.

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 communications, media and/or public relations fields.

Master's Degree from an accredited college or university.

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: 6411
Job Title: Senior Advisor to the President
Salary Grade: 24
Bureau: Office of the President
Department: Office of the President
Dept. Budget No. 010
Position I.D. 1000978
Shakman Exempt

Characteristics of the Position

General Overview

The Senior Advisor to the President shall assist the President and the Chief of Staff as directed in the design, development and/or implementation of strategies on high-profile issues, and in the coordination of various initiatives across agencies of government in accordance with the President's goals and objectives. Develops strategies and position papers as requested by the President or Chief of Staff in order to advance the President's and Cook County's business priorities and goals. Develops working relationships as may be requested with community organizations, residents, business community, non-profit organizations, and government agencies. Advises the President or his/her designee on progress in policy areas and developing events as well as the strategic communication on said initiatives.

Key Responsibilities and Duties

Assists the President and Chief of Staff as directed in the development and implementation of strategies on high-profile issues, and coordinates initiatives relative to agencies and functions within the President's jurisdiction as well as with external parties.

Articulates business strategy and policy positions to senior government officials and other external parties.

Works with the President, Chief of Staff and other designated individuals to design strategic plans and initiatives.

Reviews confidential reports and managerial studies as requested in order to make appropriate recommendations regarding strategy, communications, or messaging to the President or Chief of Staff.

Serves as a liaison between the President's Office and other departments, agencies or businesses as directed.

Knowledge, Skills and Abilities

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

Understands local, regional and national government developments/trends/initiatives and the potential link to or impact on Cook County.

Demonstrate creative thinking to address the opportunities and risks on various initiatives.

Demonstrated success in establishing and maintaining critical networks and relationships.

Ability to understand and communicate complex technical issues and policy impacts.

Ability to make policy recommendations.

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

Ability to manage multiple projects effectively on a time-constrained basis.

Ability to listen, give direction and motivate others so as to achieve specified goals and objectives.

Minimum Qualifications

Graduation from an accredited college and/or university with a minimum of a Bachelor's degree and three (3) years' work related experience in public administration, business administration, policy development, communications or related field.

Preferred Qualifications

Master's Degree or Juris Doctorate.

Ability to utilize Microsoft Word, Excel and PowerPoint.

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.