



## COOK COUNTY, ILLINOIS

### **Managing Deputy Budget Director – Grants & Capital - Department of Budget & Management Services Opportunity in Chicago**

The Department of Budget & Management Services is seeking a Managing Deputy Budget Director – Grants & Capital to join our team.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

#### **General Overview**

Reporting to the Budget Director, the Managing Deputy Budget Director – Grants & Capital assists in the overall delivery of technical and operational services for the department. Directs and supervises the day-to-day activity of professional budget staff within the Grants & Capital division of the Budget Office. Meets and consults with County officials and department heads concerning budgetary matters. Aids in the development of policy as it relates to the County's grants and capital budgets and directs managerial level staff in developing and implementing departmental policies and procedures. Performs highly complex analysis, evaluation, and review of grant and capital revenues and expenditures of Cook County funds. Coordinates work with the Budget Director, Managing Deputy Budget Director, and other senior Budget Office managers in the preparation and management of the County's annual budget. Performs in the acting capacity as Budget Director in his/her absence or when that position is vacant, as needed.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov).

#### **When are Resumes due?**

Until Filled.

#### **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.

- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

**Location:**

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping!

In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

**Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

**Post Offer testing:**

**This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

PURSUANT TO EXECUTIVE ORDER 2021-1 AND COOK COUNTY’S MANDATORY COVID-19 VACCINATION POLICY, THE SELECTED CANDIDATE WILL BE REQUIRED TO EITHER **SUBMIT PROOF OF FULL VACCINATION OR A REQUEST FOR REASONABLE ACCOMMODATION PRIOR TO THE START OF EMPLOYMENT.** PLEASE CLICK THE FOLLOWING HYPERLINKS FOR THE FULL TEXT OF EXECUTIVE ORDER 2021-1 AND THE COOK COUNTY MANDATORY COVID-19 VACCINATION POLICY.

[EXECUTIVE ORDER 2021-1](#)

PURSUANT TO THE SHAKMAN CONSENT DECREE, SUPPLEMENTAL RELIEF ORDER AND THE COOK COUNTY PERSONNEL RULES, THIS POSITION IS EXEMPT FROM THE COUNTY'S CAREER SERVICE RULES, IS AT-WILL AND POLITICAL REASONS OR FACTORS MAY BE CONSIDERED WHEN TAKING ANY EMPLOYMENT ACTION. AS AN EMPLOYEE IN A SHAKMAN EXEMPT POSITION, **IF YOU DO NOT LIVE IN COOK COUNTY, YOU WILL HAVE SIX (6) MONTHS FROM DATE OF HIRE TO ESTABLISH ACTUAL RESIDENCY WITHIN COOK COUNTY.** ADDITIONALLY, THIS OFFER IS CONTINGENT UPON THE SUCCESSFUL COMPLETION OF A PRE-EMPLOYMENT BACKGROUND CHECK.

# COUNTY OF COOK



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

Job Code: 9334  
Job Title: Managing Deputy Budget Director – Grants & Capital  
Salary Grade: 24  
Bureau: Finance  
Department: Budget and Management Services  
Dept. Budget No. 1014  
Position I.D. 0115756  
Shakman Exempt

## **Characteristics of the Position**

### **General Overview**

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### **Key Responsibilities and Duties**

Oversees the activities related to the preparation, implementation and management of the County's annual grants and capital budgets.

Assists the Budget Director with planning, organizing, and implementing each phase of the grants and capital budgetary process leading to completion of the Annual Appropriation Bill.

Reviews completed grant and capital budget reports to assure data is accurate and presented properly for use by the President of the Cook County Board during Executive Budget Hearings.

Assists in the production of Budget Office publications (including the Preliminary Forecast, Executive Budget Recommendation, and Annual Appropriation Bill) with other senior Budget Office managers to ensure all information disclosed is accurate and correct.

Directs and supervises the work activity of professional budget staff within the Grants and Capital division; delegates responsibility for completing various projects to managerial level budget staff.

Works with the director over grants management and the director over capital projects to prepare the annual grants and capital project plan.

Works with the director over capital projects to develop the evaluation and recommendation process for capital equipment budgetary requests.

Oversees the review and analysis of grant and capital budgetary transactions by County Departments.

Performs highly complex analysis, evaluation, and review of grant and capital revenues and expenditures of Cook County funds.

Directs the conduct of research to gather information on proposed initiatives and special projects; reviews and approves research findings and forwards recommendations to the Budget Director.

Oversees the development of policy as it relates to grant and capital operations in coordination with other applicable Bureau of Finance staff and directs managerial-level staff in developing and implementing departmental policies and procedures.

Oversees the process for updating the County's Grants Manual.

Works with budget office staff and other Bureau of Finance and Bureau of Technology offices to develop training for staff on the County's grants management system.

Oversees development and facilitation of training for grant staff throughout the County on grants management best practices.

Assists the Budget Director and administrative staff within the Budget Office in developing and coordinating staff training and development opportunities.

Attends meetings with department heads and County officials concerning grant and capital budget matters; represents the Budget Director in the Director's absence.

Coordinates communications with departments regarding the completion of informational requests made by DBMS.

Determines the potential cost and/or savings of projects.

Participates in confidential meetings and discussions relative to these and other matters.

Acts as a liaison to federal and state granting offices on behalf of the County.

Provides leadership and guidance to managerial-level budget staff in meeting the department's goals and missions.

Administers personnel functions of department; prepares employee evaluations, approves time off; responsible for training of employees.

Communicates department's goals to managers, County Departments, the general public and project consultants.

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

Knowledge of structure of Cook County Government including organization, administration and functions of the various departments, boards, commissioners, and committees.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting, and general public administration, with special emphasis on principles of grant and capital budgeting.

Thorough knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Thorough knowledge of applicable federal, state, and local rules, regulations and guidelines related to grants administration.

Ability to work effectively with elected officials and top administrators.

Ability to direct management staff.

Skilled in the management of other professionals engaged in computer-based financial and budgetary analysis.

Skilled in public presentation and presentation development using Microsoft PowerPoint and/or other presentation software.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' experience in budgetary or financial analysis, or program evaluation, **PLUS** three (3) years of progressively responsible supervisory, managerial or project management experience, **OR** an equivalent combination of professional work experience, training, and education.

### **Preferred Qualifications**

Master's degree in Business Administration, Public Administration, Public Policy, Political Science, Finance or Economics.

Five (5) years of prior experience in budgetary analysis, financial analysis, or program evaluation.

Two (2) years of experience administering grant or capital improvement programs.

Five (5) years of prior supervisory, managerial or project management work experience.

### **Physical Requirements**

#### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.**

JC 9334.Managing Deputy Budget Director – Grants & Capital

Created 2/2022