



COOK COUNTY, ILLINOIS

Deputy Chief of Staff Opportunity in Chicago

The Cook County Department of President's Office is seeking a Deputy Chief of Staff 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.

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.

How do I apply?

Please submit a Cover letter and Resume to 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 Millennial 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](#)

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. 1010
Position I.D. 0114796
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.

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.