



COOK COUNTY, ILLINOIS

Deputy Director of Revenue Opportunity in Chicago

The Cook County Bureau of Finance is seeking a Deputy Director of Revenue 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.

The Cook County Department of Revenue is responsible for the billing and collection of business and individual taxes, fees and licenses in Cook County and continues in its efforts to increase tax compliance and collections initiatives. The Deputy Director assists the Director of Revenue with the efficient management of all operations, infrastructure, and staff. Oversees and ensures that all statutory and strategic mandates related to the Department of Revenue are fulfilled. Assists with setting policies regarding tax enforcement and collection. Assists with project management tasks and can effectively lead projects with minimal guidance. Assists with the management of Cook County Liquor Commission and Video Gaming Licensing in unincorporated Cook County.

How do I apply?

Please submit a Cover letter and Resume to Shakmanexemptapplications@cookcountyl.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 motorists, 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
- Competitive Base Pay

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 currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.

COUNTY OF COOK



Bureau of Human Resources

118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 5205
Job Title: Deputy Director
Salary Grade: 24
Bureau: Finance
Department: Revenue
Dept. Budget No. 007
Position I.D. 9500012
Shakman Exempt

Characteristics of the Position

General Overview

The Cook County Department of Revenue is responsible for the billing and collection of business and individual taxes, fees and licenses in Cook County and continues in its efforts to increase tax compliance and collections initiatives. The Deputy Director assists the Director of Revenue with the efficient management of all operations, infrastructure, and staff. Oversees and ensures that all statutory and strategic mandates related to the Department of Revenue are fulfilled. Assists with setting policies regarding tax enforcement and collection. Assists with project management tasks and can effectively lead projects with minimal guidance. Assists with the management of Cook County Liquor Commission and Video Gaming Licensing in unincorporated Cook County.

Key Responsibilities and Duties

Assists with setting policy regarding enforcement of taxes and collection procedures for Cook County Government.

Assists the Director of Revenue with researching, evaluating and estimating the fiscal impact of new taxes, fees and fines. Makes recommendations to the Director of Revenue.

Assists the Director with the planning, organization, and implementation of all operational and strategic initiatives.

Assists the Director with project management tasks and can effectively lead projects with minimal guidance.

Oversees the administration of personnel functions associated with the Department of Revenue; prepares employee evaluations, approves time off, responsible for training of all employees.

Assists the Cook County Liquor Commission for liquor licensing and video gaming licensing with the Office of the President for unincorporated Cook County.

Knowledge, Skills and Abilities

Knowledge of governing ordinances, government finance, revenue and tax laws.

Knowledge of County administrative structure and other government entities.

Skilled in public speaking, management of resources, writing and math.

Ability to quickly assess situations and make decisions.

Ability to interface with a wide variety of public officials, industry representatives and individual taxpayers.

Ability to demonstrate good supervisory skills.

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

Ability to manage multiple projects effectively.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances, and regulations.

Ability to prepare departmental budget and allocations of funds.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years of progressively responsible experience in an operational capacity **OR** an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree in Finance or Business Administration.

Five (5) years of experience in public sector operations.

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.