



## COOK COUNTY, ILLINOIS

### Director of Digital Equity Opportunity in Chicago

The Cook County Office of the President is seeking a Director of Digital Equity 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.

Under the guidance of Office of the President management, the Director of Digital Equity collaborates with stakeholders within various Offices Under the President (OUP) bureaus to make decisions on the design and delivery of Digital Equity programs and processes including the development of Cook County's Digital Equity Action Plan. Develops Cook County long term digital broad-band policies for communities aimed at decreasing gaps in digital proficiency across Cook County. Establishes and maintains partnerships with internal and external stakeholders; applies for grants; develops funding strategies; and ensures the county's programs deliver defined outcomes. Collaborates with internal/external stakeholders and local communities to advance digital literacy. Performs other duties as assigned.

#### 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 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

**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:	9277
Job Title:	Director of Digital Equity
Salary Grade:	24
Bureau:	Offices Under The President
Department:	Office of the President
Dept. Budget No.	1010
Position I.D.	0105356
Shakman Exempt	Yes

## **Characteristics of the Position**

### **General Overview**

Under the guidance of Office of the President management, the Director of Digital Equity collaborates with stakeholders within various Offices Under the President (OUP) bureaus to make decisions on the design and delivery of Digital Equity programs and processes including the development of Cook County's Digital Equity Action Plan. Develops Cook County long term digital broad-band policies for communities aimed at decreasing gaps in digital proficiency across Cook County. Establishes and maintains partnerships with internal and external stakeholders; applies for grants; develops funding strategies; and ensures the county's programs deliver defined outcomes. Collaborates with internal/external stakeholders and local communities to advance digital literacy. Performs other duties as assigned.

### **Key Responsibilities and Duties**

Oversee all Digital Equity program activities, including, but not limited to, digital equity planning, digital equity policy advising, expansion of broadband and other technological infrastructure, strategy formation, data and research, advocacy, resource allocation, outreach, application processes, contracting, reporting, and monitoring.

Oversee the strategic planning process of creating and implementing Cook County's Digital Equity Plan.

Builds partnerships, collaborates, coordinates, and tracks activities and policies related to Digital Equity.

Establishes and maintains partnerships with diverse, mission-aligned organizations to develop county-wide alliances and consortia around digital access and digital literacy.

Supports the Council on Digital Equity (CODE) and OUP to document and share on-the-ground insights and expertise; facilitates collective learning about innovations and best practices; and raises awareness about digital equity efforts in the community.

Develops and maintains relationships with stakeholders (government, business, public, institutional) to identify how policies can be improved to support digital inclusion work.

Identifies and pursues new funding opportunities from state, federal, or private entities which promote digital equity to increase capacity to achieve program goals.

Manages volunteers and consultants engaging in and fulfilling objectives and goals of the CODE and the digital equity program.

Serves as a liaison to collaborative partners within OUP Bureaus and departments to develop key messages and materials in coordination with the President's Office Communications team to introduce the initiative's activities and communicate key accomplishments.

Works in partnership with the Director Equity and Inclusion to build relationships with leaders across the county to co-develop and implement a Digital Equity Action Plan.

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

Knowledge of fiber, cable, wireless mesh, or satellite broadband services and familiarity with FCC standards and Internet Service Provider (ISP) business models

Demonstrated skill and understanding of digital equity and economic equity and inclusion challenges impacting the resident and business communities.

Proven skillset developing and managing partnerships, understanding contracts, and other agreements between private and public entities.

Proven ability to work on multiple projects, work within tight deadlines and prioritize work as necessary.

Ability to speak before groups of all levels on a variety of subject matters relating to equity, inclusion and diversity.

Ability to utilize community engagement practices and principles, particularly by working with those most impacted by racial inequities and leveraging community leadership.

Demonstrated skill in written and oral communication including strong facilitation and presentation skills.

This position may require travel throughout Cook County.

### **Minimum Qualifications**

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years of experience building partnerships, collaborating with multiple organizations and project/program management, **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Masters or advanced degree in technology, public policy, or urban planning-related fields

Experience managing multifaceted projects with diverse stakeholders.

Demonstrated commitment to diversity, equity and inclusion (DEI)

### **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 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.**