



COOK COUNTY, ILLINOIS

Director of Grants Management Department of Budget & Management Services Opportunity in Chicago

The Cook County Department of Budget & Management Services is seeking a Director of Grants Management 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.

Reporting to the Managing Deputy Budget Director – Grants & Capital, the Director of Grants Management oversees the planning and coordinating of grant development opportunities for County departments. Responsibilities include developing, recommending, and implementing policies and procedures related to grants management, as well as providing leadership for interdepartmental activities regarding the acquisition and administration of Federal, State and Other grant funds.

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 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: 5235
Job Title: Director of Grants Management (County Budget Office)
Salary Grade: 23
Bureau: Finance
Department: Budget and Management Services
Dept. Budget No. 1014
Position I.D. 9500510
Shakman Exempt

Characteristics of the Position

General Overview

Reporting to the Managing Deputy Budget Director – Grants & Capital, the Director of Grants Management oversees the planning and coordinating of grant development opportunities for County departments. Responsibilities include developing, recommending, and implementing policies and procedures related to grants management, as well as providing leadership for interdepartmental activities regarding the acquisition and administration of Federal, State and Other grant funds.

Key Responsibilities and Duties

Works in the centralized finance office ensuring adherence to grant management workflow processes and that programmatic, fiscal, and regulatory requirements are consistently met by County grant departments.

Develops, recommends, and implements policies and procedures related to grants management, including providing primary leadership on maintaining and updating the County's Grants Manual.

Develops the budget office's annual grants project plan; and assigns and monitors the work of staff engaged in grants management activities, including grant application review and approval, grant award acceptance and set up, budgetary transfers and hiring, budget-to-actual performance, and compliance reviews.

Oversees the development of the County's Cost Allocation Plan and departmental indirect cost rate proposals; and assists in interpreting the methodology behind the development of indirect cost rates to County departments.

Prepares periodic grants reports for public distribution, including the development and distribution of grants activity reports to the Board of Commissioners.

Coordinates with the Managing Deputy Budget Director – Grants & Capital on the development of the County's annual grants budget and the annual loading of departmental grant budgets.

Serves as lead on the research and identification of eligible grants for Countywide operations, and spearheads the coordination with applicable departments on the submission of such applications for consideration.

Analyzes and interprets guidelines and funding requirements for Countywide grants for departmental staff and County departments.

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

Provides technical assistance to County departments in application procedures, post-award approvals, and use of grants management database.

Assists Managing Deputy Budget Director – Grants & Capital to develop and implement training for County grants staff on grant best practices.

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

Coordinates delivery of documentation to the Comptroller's Office and serve as a point of contact to auditors for the County's annual single audit.

Other duties as periodically assigned.

Knowledge, Skills and Abilities

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

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

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

Considerable knowledge of grant writing and application process.

Knowledge of grants management software.

Ability to analyze financial and other statistical data.

Ability to determine compliance with federal and state statutes, rules, and regulations, as well as departmental grant policies.

Ability to make sound judgments and effectively communicate with others in written and oral form.

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

Ability to work in a highly confidential environment.

Ability to use of Microsoft Office software, including Excel, Word, and PowerPoint.

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

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

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree **PLUS** a minimum of three (3) years' experience in the administration, analysis, and review of budgetary, revenue, grant or other finance-related resources, **PLUS** one (1) year of prior 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 grant development experience, including hands-on corporate and/or foundation grant writing responsibility. Must be able to demonstrate pattern of successful grant proposals.

Three (3) years' prior experience in grant administration policies and procedures.

Three (3) 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.