



## COOK COUNTY, ILLINOIS

### **Public Information Officer – Bureau of Human Resources Opportunity in Chicago**

The Bureau of Human Resources is seeking a Public Information Officer 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**

At the direction of the President's communications team or at the request of the Department/Bureau Head, the Public Information Officer is responsible for assisting in the drafting or review of internal and/or external communications providing information to the public, other County Departments, Bureaus or agencies, and the press or other media relative to points of information, programs, policies, procedures, processes, operations and other relevant information regarding the Department/Bureau. Assist the Department/Bureau in the management of its communications and the time and manner of policy and/or operational communications. Provides accurate and supportive press coverage of Department/Bureau efforts and accomplishments of the Department/Bureau and coordinating agencies thereof as required. Works directly with the President's communications team to authorize any quotes or statements to be issued by the Department/Bureau or the President or his/her designee. Assists in drafting communications and correspondence or reviews such communications on behalf of the President or Department/Bureau Head or his/her designees and assists in drafting newsletters, resolutions, congratulatory letters, press releases or proclamations as directed. May collaborate with and supports other departments in Offices under the President concerning communication matters as it relates to Cook County Government operations. At the direction of the Department/Bureau Head and the President or his/her designee, may also serve as a communications representative or advisor to other departments in Offices under the President as needed. May speak on behalf of, the Department/Bureau Head, as necessary and approved by the President's Department of Public Affairs and Communications. Assists the Office of the President in the response of Freedom of Information requests.

## **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: 0854  
Job Title: Public Information Officer  
Salary Grade: 20  
Bureau: Human Resources  
Department: Human Resources  
Dept. Budget No. 032  
Position I.D. 1001001  
Shakman Exempt

### **Characteristics of the Position**

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#### **Key Responsibilities and Duties**

Represents the Department/Bureau Head and his/her administration before the media and coordinating media access to the President as authorized by the President's communications team.

Participates in or attends confidential discussions with the Department/Bureau Head and executives and other staff to respond to media and public inquiries or to address communication of various County programs, initiatives, responses, policies or procedures to the media, public, or other County agencies.

Works with the Department/Bureau Head or his/her designee to develop strategies for internal and/or public dissemination of County information and programs regarding Department/Bureau directives, policies and procedures.

May assist in the development of communications responsive to proposed legislation of the Cook County Board of Commissioners.

May compile press clippings or may be requested to organize and manage the photo and press release/speech archive for records and ease of reference.

Composes or compiles reports, and other documentation as requested to inform the President's communications team or President or Commissioners or Department/Bureau Head regarding Department/Bureau programs, policies and/or procedures.

Prepares press briefs for the Department/Bureau Head as approved by the President's communications team; anticipates questions and assists the Department/Bureau Head in preparing documentation and appropriate responses for the press, media, or to respond to internal and external inquiries.

Assists in the development of the overall communication program for the Department/Bureau, including the development of Department/Bureau goals and objectives.

Assists in interdepartmental development and improvement of operations, processes, and procedures through collaborative partnerships with peers and stakeholders.

May assist the County's Freedom of Information Officer, consulting with the Department's/Bureau's Legal Counsel and President's Counsel or communications team as necessary in response to said inquiries.

May assist in the training or dissemination of training or other Department/Bureau related materials to staff and members of the public.

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

Ability to provide concise but thorough communication regarding directives, policies and procedures.

Ability to call, manage and attend any press briefings for the Bureau/Department Head or President in relation to Department issues as approved by the President's communications team

Knowledge of public relations and proper rhetoric and knowledge of the press and media.

Ability to learn and understand Cook County Government and County operations, policies and procedures.

Skill in speech writing and composing material for public release or presentation, including advisory communications.

Good oral and writing skills; ability to formulate clear and concise language; excellent communication skills; bilingual in Spanish and English.

Skill in editing documents.

Ability to handle sensitive public relations matters.

**Minimum Qualifications**

Possession of a high school diploma or GED certificate PLUS three (3) years of experience in communications or public relations **OR** graduation from an accredited college or university with a bachelor's degree.

Ability to utilize Microsoft Word, Excel and PowerPoint.

**Preferred Qualifications**

Graduation from an accredited college, university, or school of broadcasting with a degree in communications, public relations, or journalism.

Professional work experience in media and/or public relations fields.

**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.**