



COOK COUNTY, ILLINOIS

Director of Project Management Office Opportunity in Chicago

The Cook County Bureau of Technology is seeking a Director of Project Management Office 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 Director of the Project Management Office (PMO) is an executive management position with direct leadership and oversight of the PMO. Responsible for strategic development of the interface of all enterprise projects involving the Bureau of Technology (BOT), including policies and procedures. Accountable for various methods and best practices, which includes improving the overall project portfolio management maturity across the organization, as well as tracking and reporting the conformance to plans and expectations of all PMO initiatives. Provides strategic planning, policy development and implementation for each project in partnership with the agency project owners. Supports and enables the organization's projects, programs and structured work efforts, as well as ensures the work of the PMO adds value, meets goals and is relevant to and aligns with the strategy of the organization. Fosters collaboration, strategic alignment and integrated planning and execution across multiple functions in a large government environment.

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
- 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: 9268
Job Title: Director of Project Management Office (PMO)
Salary Grade: 24
Bureau: Bureau of Technology (BOT)
Department: Project Management
Dept. Budget No. 1009
Position I.D. 0105364
Shakman Exempt:

Characteristics of the Position

General Overview

The Director of the Project Management Office (PMO) is an executive management position with direct leadership and oversight of the PMO. Responsible for strategic development of the interface of all enterprise projects involving the Bureau of Technology (BOT), including policies and procedures. Accountable for various methods and best practices, which includes improving the overall project portfolio management maturity across the organization, as well as tracking and reporting the conformance to plans and expectations of all PMO initiatives. Provides strategic planning, policy development and implementation for each project in partnership with the agency project owners. Supports and enables the organization's projects, programs and structured work efforts, as well as ensures the work of the PMO adds value, meets goals and is relevant to and aligns with the strategy of the organization. Fosters collaboration, strategic alignment and integrated planning and execution across multiple functions in a large government environment.

Key Responsibilities and Duties

Serves as a liaison with senior leadership and business partners to define and communicate a PMO charter, including a mission, goals and operating model.

Develops policies on all projects ensuring alignment to the policy roadmap technology goals in partnership with agency and department project owners.,,

Develops and oversees the implementation of PMO policies and procedures to ensure adherence to the PMO's governance framework for project initiation, planning, execution, control and close out.

Oversees the identification and development of PMO roles, team configuration and recruitment appropriate to deliver the agreed-upon PMO goals and objectives.

Authorizes the identification and implementation (or improvement) of project management processes, methods, tools, guidelines, standards, and a maturity roadmap to establish a stable framework supporting all project teams and stakeholders to improve the probability of successful project delivery.

Defines, manages, and directs the needed end-to-end PMO work effort, which includes leveraging best practices and techniques in identifying, quantifying, and tracking the realization of expected benefits defined in business cases.

Identifies, develops, implements, and monitors project and portfolio KPIs, metrics, leading indicators, project trending, executive presentations, and portfolio status reports.

Evaluates and consistently reviews opportunities to improve the project management best practices to achieve a higher level of maturity in project portfolio management.

Knowledge, Skills and Abilities

Strong knowledge of business operations and experience leading Information Technology project teams.

Exceptional leadership skills with the ability to develop and communicate the PMO vision, inspire and motivate PMO staff.

Leadership skills to successfully manage different styles of employees, provide clear direction and effective coaching.

Expert problem-solving skills and the ability to work collaboratively with other departments to resolve complex issues with innovative solutions.

Proven experience demonstrating enterprise, and project management. Ability to work in a fast-paced environment and anticipate the needs of a changing landscape.

Strong knowledge about Agile principles and practices.

Ability to articulate, drive, and ensure process standardization and adoption of best practices.

Directly manages a variety of project teams, including project teams comprised of internal employees, vendors, consultants, and combinations thereof.

Excellent oral and written communication skills including the ability to document requirements, designs, communication plans, project plans, project status reports and other relevant project-related issues.

Experience conducting formal presentations to sponsors, agencies, stakeholders and projects teams.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's degree PLUS a minimum of three (3) years' professional work experience managing Information Technology project teams.

Preferred Qualifications

- Project Management Professional (PMP) Certification via the Project Management Institute (PMI) or equivalent project management certification.
- Three (3) years of professional work experience in a senior-level technology related position.

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.