



## **COOK COUNTY, ILLINOIS**

### **Deputy Director Opportunity in Chicago**

The Cook County Office of Contract Compliance is seeking a Deputy Director 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 Office of Compliance is committed to creating equity, engagement, and excellence for Cook County Government by encouraging equity and inclusion of Minority-owned Business Enterprise, Woman-Owned Business Enterprise, Persons with a Disability Business Enterprise and Service-Disabled Veteran Business Enterprise to participate on County procurement and contracts. Under the general direction of the Contract Compliance Director, ensures that the goals set forth in the Minority and/or Women owned Business Enterprises (MBE/WBE) Ordinance are met and maintained. Serves as key member of the department's leadership team and works closely with the Contract Compliance Director. Responsible for the day-to-day operations of Office of Contract compliance (OCC) and provides guidance and leadership support to the Strategic Initiatives. Certification and Compliance Program Deputy Directors. Acts as liaison between Contract Compliance and other departments, elected officials and community stakeholders.

#### **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 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: 5205  
Job Title: Deputy Director  
Salary Grade: 24  
Bureau: Finance  
Department: Office of Contract Compliance  
Dept. Budget No. 1022  
Position I.D. 1000993  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

The Office of Compliance is committed to creating equity, engagement, and excellence for Cook County Government by encouraging equity and inclusion of Minority-owned Business Enterprise, Woman-Owned Business Enterprise, Persons with a Disability Business Enterprise and Service-Disabled Veteran Business Enterprise to participate on County procurement and contracts. Under the general direction of the Contract Compliance Director, ensures that the goals set forth in the Minority and/or Women owned Business Enterprises (MBE/WBE) Ordinance are met and maintained. Serves as key member of the department's leadership team and works closely with the Contract Compliance Director. Responsible for the day-to-day operations of Office of Contract compliance (OCC) and provides guidance and leadership support to the Strategic Initiatives. Certification and Compliance Program Deputy Directors. Acts as liaison between Contract Compliance and other departments, elected officials and community stakeholders.

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

Oversees day-do-day operations of the team as well as being responsible for team training and professional development. Develops policies and procedures to ensure transparency and effective administration of Cook County's Minority-Owned Business Enterprise/Women-Owned Business Enterprise program.

Ensures County contracts are effectively and efficiently monitored using industry best practices. Evaluates Office of Contract Compliance operations; revise policies and procedures as necessary and recommends to improve program operations.

Evaluates Office of Contract Compliance operations; revises policies and procedures as necessary and recommends new methodologies to improve program operations.

Identifies bidders that are adhering to the requirements of Cook County's Minority-Owned Business Enterprise/Women-Owned Business Enterprise Ordinance. Reviews contracts bids in amounts in excess of ten thousand dollars. Completes a contract bid analysis form for supervisor's review.

Liaise with the Office of the Chief Procurement Officer ensuring the success and efficacy of the County's supplier diversity program.

Liaise between Office of Contract Compliance and user departments.

Monitors contract participants to ensure that awarded vendors contractors meet the obligations outlined and documented in the bid proposal. Verifies that the prime vendor receives services/supplies and payments specified in the MBE/WBE awards.

Act as liaison between contract compliance and other county departments. Establishes direct communication between contract compliance and other county departments (i.e. purchasing) to improve and maintain control over bid information.

Informs applicants whose bids were found to be nonresponsive, in accordance with the Cook County MBE/WBE Ordinance, of the deficiencies that resulted in such notification.

Educates and trains various agencies on the requirements of the Cook County's MBE/WBE Ordinance. Participates in community outreach programs to increase the participation of minority and women owned businesses in the Contract Compliance Programs.

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

Excellent analytical skills relative to the investigation process; ability to elicit and evaluate information. Ability to draw conclusions from various unrelated and related information.

Good interpersonal relation skills. Must demonstrate the ability to be tactful and exercise diplomacy in meeting the public as well as employees in a wide range of diverse situations.

Possession of excellent writing skills; ability to clearly articulate, through written documents, a neutral analysis if investigations. Excellent organizational skills; demonstrated ability to handle a heavy caseload and coordinate various projects in a timely manner; must be attentive to details.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with confidential information, documents and matters in the investigation process.

Must be able to demonstrate the ability to effectively interact with others to investigate, gather and review sensitive and/or confidential matter and information.

Working knowledge of computer and computer applications.

### **Minimum Qualifications**

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

### **Preferred Qualifications**

Master's degree in business management, public administration or related field.

Seven (7) or more years of experience in program management in contract administration, certification, compliance, procurement, Minority-Owned Business Enterprise management and a large government entity or municipality or municipality procurement.

### **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.**