

POSITION PROFILE
MANAGING DEPUTY BUDGET DIRECTOR
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

December 2023



POSITION PROFILE

POSITION: Managing Deputy Budget Director

DEPARTMENT: Budget and Management Services

REPORTS TO: Budget Director

SALARY: \$142,029- 173,591

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Cook County Department of Budget and Management Services seeks a Managing Deputy Budget Director to assist in the overall delivery of technical and operational services for the department. Aid in the development of policy as it relates to operations and direct managerial level staff in developing and implementing departmental policies and procedures. Perform in the acting capacity as Budget Director in his/her absence or when that position is vacant.

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.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- 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.

ROLE SUMMARY

Reporting to the Budget Director, the Managing Deputy Budget Director assists in the overall delivery of technical and operational services for the department. Directs and supervises the day-to-day activity of professional budget staff. Meets and consults with County officials and department heads concerning budgetary matters. Aids in the development of policy as it relates to operations and directs managerial level staff in developing and implementing departmental policies and procedures. Performs highly complex analysis, evaluation, and review of financial condition, revenues and expenditures of Cook County funds. Coordinates work with Director in the preparation of the annual budget at all levels. Performs in the acting capacity as Budget Director in his/her absence or when that position is vacant.

KEY RESPONSIBILITIES AND DUTIES:

Assists the Director with planning, organizing and implementing each phase of the budgetary process leading to completion of the Annual Appropriation Bill.

Directs and supervises work activity of professional budget staff; delegates responsibility for completing various projects to managerial level budget staff.

Reviews completed budget reports to assure data is accurate and presented properly for use by the President of the Cook County Board during Executive Budget Hearings.

Coordinates the production of the Budget Book to ensure all information disclosed is accurate and correct.

Oversees the review and analysis of budgetary transactions by County Departments.

Directs the conduct of research to gather information on proposed initiatives and special projects; reviews and approves research findings and forwards recommendations to the Budget Director.

Directs the compilation of comprehensive operation, administrative and fiscal reports for the department.

Aids in the development of policy as it relates to operations and directs managerial-level staff in developing and implementing departmental policies and procedures.

Provides leadership and guidance to managerial-level budget staff in meeting the department's goals and missions.

Administers personnel functions of department; prepares employee evaluations, approves time off; responsible for training of clerical employees.

Assists the Budget Director in developing and coordinating staff training and development opportunities.

Attends meetings with department heads and County officials concerning budgetary matters; represents Budget and Management Services Director in Director's absence.

Communicates department's goals to managers, County Departments, the general public and project consultants.

Coordinates communications with departments regarding the completion of informational requests made by DBMS.

Coordinates the activities related to the preparation, implementation and management of the County's annual operating and capital budgets.

Determines the potential cost and/or savings of projects.

Participates in confidential meetings and discussions relative to these and other matters.

KNOWLEDGE, SKILLS AND ABILITIES:

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

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in, or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Ability to direct management staff.

Skills in the management of other professional engaged in computer-based financial and budgetary analysis.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments and recommend policy and effectively communicate and explain these to others.

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

Ability to work in a highly confidential environment.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree PLUS a minimum of three (3) years' of experience in budgetary, financial analysis, or program evaluation, **PLUS** three (3) years of progressively responsible 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' experience in budgetary analysis, financial analysis, or program evaluation.

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.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

RESIDENCY REQUIREMENT: 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.