

POSITION PROFILE
DEPUTY DIRECTOR OF VETERAN AFFAIRS
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

December 2023

POSITION PROFILE

POSITION: Deputy Director of Veteran Affairs (Temporary Position)

DEPARTMENT: Department of Veteran Affairs

REPORTS TO: Director of Veteran Affairs

SALARY: \$88,220- \$107,705

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

OVERVIEW

Cook County's Department of Veteran's Affairs is seeking a Deputy Director of Veteran Affairs to join our team. This is a temporary appointment not-to-exceed three (3) years.

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](#).

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

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



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UNDER THE
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Chad G.
Cook County Employee



- 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

Under the direction of the Director of Veterans Affairs, assists with management of the operations, infrastructure, and internal staff for the Department of Veterans Affairs within the Bureau of Administration. Assists with the preparation and review of formulating, implementing and interpreting policy and procedures relating to planning and drafting of programs with local, state and Federal Veterans Assistance Programs. Establishes strong relationships with various non-for-profit and government Veteran groups/associations to provide and collaborate with external and internal partners ensuring the department leverages/connects Veterans to all available resources. Provides strategic planning, program administration and outreach efforts. Formulates programs and drafts legislation on behalf of the President to provide the County's position on proposed legislation related to Veterans at the State and Federal levels. Maintains working relationships with state and federal Veterans Assistance Programs and assists the Director to collaborate with the Veterans Assistance Commission of Cook County and other agencies across the state ensuring qualified veterans receive assistance.

KEY RESPONSIBILITIES AND DUTIES:

Manages Veteran Affairs programming.

Designs, implements, and manages an internship program to augment staff and provide additional resources.

Assists in establishing and managing a Cook County Veteran Service Officers Corp, which will deploy Veteran Service Officers throughout Cook County.

Provides information for assistance to all Veteran residents enabling them to receive benefits and aid to which they may be entitled under law.

Assists with establishing the department's vision and defining goals, objectives, and performance metrics.

Collects data, prepares reports, and monitors progress towards department's goals and objectives.

Assists with the preparation of the annual budget and monitors the financial management of the office.

Monitors relationships with other Cook County departments, external service providers and other community stakeholders including outreach efforts.

Hosts County sponsored Veteran outreach events and represented the County at external outreach events.

Assists in overseeing the Veteran Assistance Commission of Cook County.

Develops communication tools for the veteran community including newsletters, social media posts, and roundtables.

KNOWLEDGE, SKILLS, AND ABILITIES:

General Knowledge of Federal, state, and local Veterans Affairs and/or organizations relating to the assistance of Veterans and their families.

Knowledge of outreach and support methods and techniques.

Knowledge of office management principles, supervisory and training techniques and military branches, positions, and ranks.

Skill in financial management and budgetary preparation.

Ability to communicate effectively with tact and courtesy with the public and in a professional manner either by telephone or in-person.

Ability to act independently making decisions and addressing problems in the absence of the Director of Veterans Affairs.

Ability to manage staff.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED certificate **PLUS** two (2) years' prior experience related to managing or coordinating a Veterans Affairs or similar government service program. Status as a veteran in good standing, in one of the five branches of the United States' Armed Services.

PREFERRED QUALIFICATIONS:

Graduation from a college or university with a bachelor's degree in business administration, Public Administration, or other related field **PLUS** two (2) years' experience managing or coordinating a Veterans Affairs program.

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 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.

COVID-19 VACCINATION POLICY: 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's Mandatory COVID-19 Vaccination Policy](#).

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.