

POSITION PROFILE
DIRECTOR OF REVENUE
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

January 2024

POSITION PROFILE

POSITION: Director of Revenue

DEPARTMENT: Department of Revenue

REPORTS TO: Chief Financial Officer

SALARY: \$144,720- \$176,880

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

OVERVIEW

The Cook County Department of Revenue is seeking a Director of Revenue to join our team. This position is responsible for assessing, planning directing, and coordinating the revenue management functions and resources that will address the long-term fiscal health of the County.

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.

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



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



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

The Cook County Department of Revenue is responsible for the billing and collection of business and individual taxes and fees and licenses in Cook County and continues in its efforts to increase tax compliance and collections initiatives. The department enforces the compliance of all applicable ordinances and maintains the 30-year Real Estate Open File. Also, manages the Cook County Liquor Commission and Video Gaming in unincorporated Cook County. The department researches and advises Cook County Board President on new taxes and fees and provides revenue collection information to various offices. The Director of Revenue oversees the hiring, direction, and evaluation of Department of Revenue staff (including temporary workers). Advises President, County Board, and Chief Financial Officer in related matters and assists in the formation, interpretation, and development of revenue policy.

KEY RESPONSIBILITIES AND DUTIES:

Sets policy regarding enforcement of taxes and collection procedures for Cook County Government including but not limited to ordinance applicability/review, audit, investigations, revenue recovery and collection processing.

Research, evaluate, and estimate fiscal impact of new taxes, fees, and fines. Makes recommendations to the President and County Board on same.

Oversees, manages, and directs the work of Revenue Department employees (including temporary and seasonal workers) to ensure all services are provided to the public. Coordinates the duties of the staff within the divisions of the department.

Interfaces and consults with senior Administration personnel regarding various fiscal matters.

Collaborates with the Department of Administrative Hearing and Office of the State's Attorney for revenue compliance matters and communicates with a wide variety of industry representatives, taxpayers, and other County Agencies.

Serves as the executive sponsor for strategic initiatives that include but are not limited to the development, maintenance and ongoing improvement of technology systems and implementation of revenue collection best practices and procedures.

Oversees the Cook County Liquor Commission for liquor licensing and video gaming with the Office of the President for unincorporated Cook County.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of governing ordinances, public finance, revenue collections practices and tax laws.

Knowledge of County administrative structure and other government entities.

Skilled in public speaking, management of resources, writing and math. Ability to quickly assess situations and make decisions.

Ability to interface with a wide variety of public officials, industry representatives and individual taxpayers. Excellent organizational skills.

Ability to demonstrate good administrative and supervisory skills.

Ability to institute problem solving techniques in diverse and sometimes emotional situations.

Ability to manage multiple projects effectively.

Possession of excellent writing skills; ability to clearly articulate thoroughly written documents.

Good interpersonal relation skills. Must be able to demonstrate tact and diplomacy dealing with employee issues in a wide range of diverse situations.

Thorough knowledge of internal control concepts and procedures.

Ability to ascertain compliance with laws, ordinances, and regulations.

Ability to prepare departmental budget and allocations of funds.

Ability to develop, coordinate and implement programmatic changes.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree, PLUS a minimum of five (5) years' progressively responsible experience in an operational capacity **OR** an equivalent combination of professional work experience, training, and education.

PREFERRED QUALIFICATIONS:

Master's degree in finance or business administration.

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.

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.