POSITION PROFILE

 PROJECT DIRECTOR-ECONOMIC DEVOLOPMENT

 COOK COUNTY, ILLINOIS GOVERNMENT



March 2024

**POSITION PROFILE**

POSITION: Project Director-Small Business

DEPARTMENT: Office of Economic Development

REPORTS TO: Deputy Bureau Chief of Economic Development

SALARY RANGE: $83,928 - $108,782

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

**OVERVIEW**

Will function in the capacity of Project Director with an emphasis on directing research and support for program development for the Bureau of Economic Development. Coordinates the administration, development, and implementation of various community and/or economic development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities, local governments, key stakeholders, educational institutions, and partners to develop projects in partnership with the Bureau of Economic Development. Provides technical and analytical expertise as it relates to the Bureau and strategies for economic and community development for the County. Represents the County on various commissions and tasks forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County. Guides the development and implementation of economic policy for the Bureau.

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

**SNAPSHOT OF COOK COUNTY:**

6 Serves 5.28 million residents of Chicago and its inner suburbs, a 2nd largest county in America.

a Larger than 27 states

Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades. a Nearly 80% unionized workforce

15 unions were represented.

o 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.

6 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 motorists, and bicycle share rentals and local bike lanes for bicyclists.

**ROLE SUMMARY**

Coordinates the administration, development, and implementation of various community and/or economic development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities, local governments, key stakeholders, educational institutions, and partners to develop projects in partnership with the Bureau of Economic Development. Provides technical and analytical expertise as it relates to the Bureau and strategies for economic and community development for the County. Represents the County on various commissions and tasks forces on behalf of the President and is responsible for tracking legislation that will have an impact on planning activities of Cook County. Guides the development and implementation of economic policy for the Bureau.

**KEY RESPONSIBILITIES AND DUTIES:**

Evaluates, and directs research into public access program objective and achievements.

Ensures that reports and recommendations on long and short range projects, policies or programs related to housing, homelessness, economic development, and community development are compiled and assessed on time for review by key stakeholders.

Creates and manages detailed project plans, schedules, budgets, and deliverables from concept though completion of the project.

Oversees program execution and ensures established program goals and objectives are met while managing daily operational aspects of the project.

Develops and implements operating policies and procedures to ensure the effectiveness of programs.

Implements and monitors procedures utilized in program evaluation.

Coordinates and develops with municipal organizations, Federal and State governmental entities on projects that will affect Cook County and suburban municipalities to insure completeness and timely delivery of reports, etc.

Coordinates with the various County departments, agencies and bureaus to ensure that the County responds to all requests for assistance both financial and technical.

Monitors, research, and identifies funding opportunities to support programs.

Evaluates programmatic metrics and oversees the preparation of impact narratives

and program status reports.

Interacts with departments, groups, and external organizations in the research process; conducts surveys where needed to update existing data or to create new databases.

Attends community, civic and business organization meetings to promote the Bureau's programs and initiatives.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of a broad range of urban issues; State, Federal, local government legislative

processes and impacts; communications industry, U.S. census map reading.

Knowledge of the principles and practices of program planning, transportation, environmental and economic development.

Knowledge of project strategies, monitoring, and evaluation methodology and techniques.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology

and techniques.

Knowledge of project management tools such as Gantt charts and project scheduling software; agile tools such as Scrum.

Proficient knowledge of Microsoft Word, Excel, PowerPoint, Outlook, Teams, and SharePoint.

This position may require traveling to work assignments for which the employee must

provide his or her own adequate means of transportation.

Excellent verbal and written communication skills including the ability to document detailed project plans and project statuses to conduct meetings including formal presentations to diverse stakeholders.

Proven ability to deliver projects within scope and budget and mitigate issues that may interfere with project success.

Skill in research techniques, surveys; interpretation, analysis of census data; clear, concise writing.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a bachelor’s degree PLUS a minimum of three (3) years professional work experience in local government, community development, not-for-profit work, economic development or planning OR, an equivalent combination of professional work experience, training, and education.

**PREFERRED QUALIFICATIONS**:

Master’s degree.

Five (5) years’ experience in community or economic development, public policy or urban planning.

**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**

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.