

**POSITION PROFILE**  
**ADMINISTRATIVE DIRECTOR**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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March 2024

## POSITION PROFILE

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POSITION: Administrative Director

DEPARTMENT: Transportation and Highways

REPORTS TO: Superintendent of Transportation and Highways

SALARY: \$138,706- \$169,548

HOW TO APPLY: Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)

## OVERVIEW

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The Cook County Bureau of Administration is seeking an Administrative Director in the Department of Transport and Highways that will provide technical, administrative and managerial direction to the various Divisions of the Administrative and Fiscal Bureau of the Transportation and Highways Department.

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](mailto: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 motorist, and bicycle share rentals and local bike lanes for bicyclist.

## ROLE SUMMARY

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Under the general direction of the Superintendent of Transportation and Highways, performs a dual role by overseeing the day to day operations of the Transportation and Highways Department Personnel and Fiscal Management & Administrative Services Divisions, which include Employment & Labor, Payroll, Technical Reproduction Services and General Records. Plans, coordinates and supervises all activities related to human resources management, hiring and labor/union relations within the Department of Transportation and Highways, covering nearly 380 employees; in addition, functions as Chief Financial Officer for the Department, responsible for the agency's annual budget and the receipt and expenditure of State motor fuel taxes, among other assets. Acts as liaison between the Department of Transportation and Highways and other County agencies, such as Comptroller's Office, Purchasing, County Auditor and Human Resources. Formulates and implements policies and procedures relative to the above, as well as ensuring the Department's compliance with state, federal and professional standards applicable to areas as described. Ensures the confidentiality of employment, hiring, disciplinary and related activities; confers with union officials and States Attorney, and advises the Superintendent in related matters.

## KEY RESPONSIBILITIES AND DUTIES:

Provides overall technical, administrative and managerial direction to the various Divisions of the Administrative and Fiscal Bureau of the Transportation and Highways Department. Consults with Superintendent of Transportation and Highways to plan, develop and execute programs, policies and procedures relative to the Bureau and the Department's overall goals and objectives.

Responsible for the financial monitoring of four funds (i.e. Transportation and Highways Department operating budget, Motor Fuel Tax Fund, Township Fund and Expressway Construction Fund) administered by the Department of Transportation and Highways.

Examines engineering agreements and billings from consultants, contractors, utilities and other governmental agencies. Prepares and submits intergovernmental billing statements. Calculates and analyzes the financial condition of the Motor Fuel Tax Fund. Forecasts revenues and expenditures to the Motor Fuel Tax Fund.

Acts as a liaison between the Department of Transportation and Highways and Comptroller's Office, Purchasing Department, and County Auditor. May represent the Superintendent in matters pertaining to fiscal operations of the Department. Interacts with other Bureau Chiefs in matters related to operations of the Department of Highways.

Provides technical expertise and administrative direction in all matters pertaining to operations under the Bureau. Recommends new work methods, acquisition of equipment and personnel, long range goals and objectives; consults with Division managers and staff to coordinate operations and ensure the timely and effective delivery of services and reports.

Supervises and oversees payroll activities for the Department, authorizes payrolls and ensures accurate distribution of funds.

Oversees the Department's General Records Division. Responsible for storing, organizing and retrieving archived plans, records, blueprints and other documents.

Organizes and oversees confidential assignment, transfer, promotion and separation of new and current highway employees; responsible for efficient operations of Employment Division in staffing all Cook County Transportation and Highways Department offices and field divisions with qualified personnel.

Processes, maintains and reviews confidential personnel files for Transportation and Highways employees, including information regarding education, background, work experience, performance, absenteeism, and disciplinary reports to determine personnel suitability for promotions and transfers; ensures the integrity and confidentiality of personnel files.

Serves as representative for the Transportation and Highways Department in employee grievance and disciplinary hearings for union and non-union employees, as well as in all related labor negotiations. Implements the grievance and disciplinary actions procedures for all employees, recommends final action to Superintendent for approval; ensures both Transportation and Highways Department policies and union contracts are upheld.

Supervises the Division of Technical Services and the performance of staff engaged in field and in-house activities.

As chairman of the department's safety committee, reviews highway operations to ensure that a safe and healthy work environment is maintained for employees according to state, federal and department policy.

Develops and recommends new goals and long-range planning strategies for Employment Division relative to the Transportation and Highways Department's overall mission and objectives; confers and advises Superintendent of Transportation and Highways in adopting new policies and procedures regarding employee related issues.

Participates in recruitment, selection and hiring of job applicants for positions in the Cook County Department of Transportation and Highways. Works in unison with the Bureau of Human Resources to ensure compliance with Shakman Decree and to acquire qualified personnel through formulating job descriptions and job postings based on applicable criteria.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

An exceptionally high degree of administrative and analytic skills applicable to the day to day management of multiple divisions of a large, technical services department such as Cook County Transportation and Highways, and requiring a thorough understanding of financial and budgetary matters and operations, as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

Knowledge of accepted accounting principles, concepts and methods, including but not limited to income statements, audit procedures, and statement of changes in financial position. Ability to plan, organize and propose changes to a \$20 million plus budget.

Skill in directing the activities of professional, technical and other support personnel engaged in a variety of tasks, especially as relate to records management, reproductive services, financial operations, payroll and all aspects of human resources.

Skill in coordinating multiple projects simultaneously. Ability to understand and apply a wide range of state, federal and professional standards and guidelines in the execution of assigned duties.

Ability to communicate effectively, verbally and in writing with engineering and other technical personnel in matters pertaining to Department affairs. Skill in developing policies, programs and procedures relative to large-scale projects, especially in connection with Department goals and objectives.

Ability to deal in a tactful, effective and confidential manner with employee and employment records, consult with attorneys and union representatives in labor and disciplinary matters, and relate to employees at all levels of skill and education.

Ability to understand and interpret County rules and guidelines, as well as the County's Human Resources Ordinance, and explains same to others.

Ability to represent the Department in meetings with other County officials.

Ability to review, interpret and recommend changes to Transportation and Highways Department policy where needed.

**MINIMUM QUALIFICATIONS:**

Graduation from an accredited college or university with a Bachelor's degree, PLUS a minimum of three (3) years' experience providing administrative oversight and guidance in a large organization OR, an equivalent combination of professional work experience, training and education.

**PREFERRED QUALIFICATIONS:**

Master's degree in Accounting, Finance, Business Management, Human Resources or other applicable field of study. Five (5) years highly responsible experience providing administrative oversight, managerial direction, or technical or financial guidance to a large organization as well as human resources issues pertaining to hiring, employment, labor relations and discipline.

**PHYSICAL REQUIREMENTS:**

**Light Work**

Light Work involves exerting up to 20 pounds of force occasionally or up to 10 pounds of force frequently, or a negligible amount of force constantly to lift, carry, push, pull, or otherwise move objects. Even though the weight lifted may be only a negligible amount, a job/occupation is rated Light Work when it requires: (1) walking or standing to a significant degree; (2) sitting most of the time while pushing or pulling arm or leg controls; or (3) working at a production rate pace while constantly pushing or pulling materials even though the weight of the materials is negligible.

**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**

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**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.