

POSITION PROFILE
DEPUTY DIRECTOR OF FINANCE
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2024

POSITION PROFILE

POSITION: Deputy Director of Finance

DEPARTMENT: Emergency Management and Regional Securities

REPORTS TO: Executive Director of Cook County DEMRS

SALARY : \$111,045 - \$135,722

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

OVERVIEW

The Department of Emergency Management and Regional Securities under the Bureau of Administration seeks a Deputy Director of Finance to coordinate extensively with the Executive Director of DERMS on special projects and the department's budgetary requests.

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

This position reports directly to the Executive Director of Cook County DEMRS. This senior member of the staff handles the more complex and critical elements of reviewing the department's budgetary requests and will provide concise and timely information for presentation and review of the Emergency Management preparedness Grant (EMPG), the Urban Area Security Initiative Grant (UASI), the Judicial Advisory Council Grant (JAG) and any other Homeland Security or Emergency Management grant as well as the County annual budget. Assists with the tracking and preparing of reports of financial expenditures during disasters, emergencies, exercises, training and activation of the Cook County EOC. Assumes primary responsibility for key areas of the department such as developing replacement policy for specialized categories of equipment.

KEY RESPONSIBILITIES AND DUTIES:

Meets with the Executive Director of DEMRS to offer assistance on special projects and discusses changes in the preparation of the budget.

Responsible for presentation, compilation and analysis of five-year capital improvement program; including review of cash flow projections.

Provides support for the Capital Equipment Review Committee as it relates to capital equipment for the DEMRS. Produces detailed and summary reports on expenditure history; requests of equipment by account, department and bureau.

Develops replacement policy for particular equipment categories including vehicles, PC's and institutional equipment.

Responsible for capital equipment procurement procedures as they apply to the budget department.

Assists other DEMRS staff members (analysts) in the Office of Management and Budget (OMB) functions by developing SOP's for budget process; uses EBS & Polaris reporting and request reports; providing report interpretation to staff management such as data entry; and the ordering of reports.

Performs special project analysis on costing services; such as exercises and training initiatives.

Serves as a direct liaison between DEMRS and OMB and attends all meetings with OMB analysts and programmers.

Assists the Executive Director in all financial aspects related to the Emergency Management Preparedness Grant (EMPG), the Urban Area Security Initiative Grant (UASI), the Judicial Advisory Council Grant (JAG) and any other Homeland Security or Emergency Management related grant.

Coordinates extensively with the Executive Director of DEMRS in the annual budget formation each fiscal year. Analyzes the annual DEMRS budget requests and prepare preliminary budget. This includes verifying each budget requests to determine the validity and justification for the dollars requested.

Reviews, recommends and initiates various methods, policies and procedures for enhancing budget preparation and analysis.

Oversees the entry of data into EBS and Hyperion budget cycle to perfect position and financial data.

Knowledge, Skills and Abilities

Advanced administrative knowledge of modern principles and practices governing fiscal and business management as well as policies, procedures and ordinances.

Ability to plan, organize, direct and evaluate fiscal projects and to recommend constructive improvements.

Ability to interact with department heads and elected officials.

Knowledge of accounting principles. Through knowledge of Accounts Payable department operations.

Ability to supervise employees and resolve conflicts.

Ability to resolve payment issues with vendors.

Sound organizational skills.

Skill in interpreting and applying governmental directives.

Ability to maintain the integrity of confidential efforts and documents.

Ability to work under extremely stressful situations and handle multiple tasks over an extended period of time.

Ability to communicate in verbal, written or electronic formats in a concise and grammatically correct manner.

Ability to make independent and accurate decisions in difficult matters with tact and courtesy.

Skilled in utilizing professional judgment in dealing with Cook County, local, state and federal agencies and other professionals in the field of emergency management.

Knowledge of operational planning, policies, protocols and procedures

Proficient computer skills.

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years' experience in accounting or finance **OR** equivalent combination of professional work experience, training and education.

PREFERRED QUALIFICATIONS:

Master's Degree in accounting or finance.

Five (5) or more years' experience in an accounting or finance function.

Prior supervisory or managerial work experience.

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.