

**POSITION PROFILE**  
**DEPUTY DIRECTOR- SUSTAINABILITY**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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April 2024

## POSITION PROFILE

POSITION: Deputy Director Sustainability

DEPARTMENT: Environment and Sustainability

REPORTS TO: Director of Environment and Sustainability

SALARY RANGE: \$119,400- \$149,300

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

## OVERVIEW

The Deputy Director of Sustainability will assist the Director with the administration of the Department's employees and operating budget per Corporate/Grant related to environmental, sustainability and resilience programs. Interacts with supervisory/managerial and senior program personnel assigned to the Department's divisions and with local, state, and federal government agencies as well as community, private, nonprofit, and philanthropic partners to advance the Department's work. Provides expertise and effectively makes recommendations to the Department's business activities after investigations of laws and engineering principles regarding new proposed programs or ordinances concerning environmental issues.

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

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



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



- 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 motorists, and bicycle share rentals and local bike lanes for bicyclist.

## ROLE SUMMARY

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The Deputy Director of Sustainability provides expertise and effectively makes recommendations to the Department's business activities after investigations of laws and engineering principles regarding new proposed programs or ordinances concerning environmental issues. Interacts with supervisory/managerial and senior program personnel assigned to the Department's divisions and with local, state, and federal government agencies as well as community, private, nonprofit, and philanthropic partners to advance the Department's work.

#### KEY RESPONSIBILITIES AND DUTIES:

Directs business and program operations of the Department in the absence of the Director and Deputy Director.

Assists the Director with the administration of the Department's day-to-day work activities.

Assists the Director of Environment and Sustainability in the development and implementation of policies, programs, and other executive functions to ensure that Department goals are met.

Works on expanding responsibility of Cook County Government into other environmental and sustainability areas.

Engages in special projects to improve existing and develop new environmental programs.

Assists in departmental budget matters such as monitoring expenditure of funds and developing fiscal budgetary data and budget recommendations.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Extensive knowledge of County, State and Federal environmental and sustainability programs.

Considerable knowledge of subject matters related to environment, sustainability, and climate resiliency.

Knowledge of government organization, budget and personnel matters, and labor relations in connection with administration of a governmental agency.

Skill in personnel management, communication, and public relations.

Skill in preparing and presenting administrative reports pertinent to departmental activities.

Skill in envisioning, designing, and implementing new and existing environmental programs.

Skill in identifying and securing new funding sources for Department programs.

#### MINIMUM QUALIFICATIONS:

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

#### PREFERRED QUALIFICATIONS:

Master's degree

Five (5) years professional work experience in an environmental or sustainability supervisory capacity.

#### PHYSICAL REQUIREMENTS:

##### **Sedentary Work**

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

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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.