POSITION PROFILE

 PROJECT DIRECTOR

COOK COUNTY, ILLINOIS GOVERNMENT



 March 2024

# **A picture containing text  Description automatically generatedPOSITION PROFILE**

POSITION: Project Director-Guaranteed Income

DEPARTMENT: Planning and 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 upon research for program expansion for the Bureau of Economic Development. Coordinates the administration, development and implementation of various community development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the department and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Bureau and strategies for economic and community development for the County at-large. 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.

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 development and planning projects as assigned; facilitates any activities necessary to make these projects successful and works with municipalities and local governments to develop and devise projects on behalf of the Bureau and the President. Provides technical and analytical expertise in the development, planning and implementation of policy as it relates to the Bureau and strategies for economic and community development for the County at-large. 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.

## **KEY RESPONSIBILITIES AND DUTIES:**

Interprets, evaluates, and manages research into public access program objective and

achievements.

Gathers and analyzes data and prepares reports and recommendations on long and short.

range projects related to housing, homelessness, economic development, and community

development.

Oversees program execution and ensures established program goals and objectives are

met.

Develops and implements operating policies and procedures to ensure the effectiveness

of programs.

Designs, 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 insure that the

County responds to all requests for assistance both financial and technical.

Responds to funding opportunities and determines alternative resources to fund its

numerous programs and projects.

Prepares narratives and statistical program status report.

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 Bureau

programs and initiatives.

May assign and supervise professional staff and oversee the timely completion of

assignments.

## **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.

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

concise writing: supervising and managing staff assigned at different times.

Knowledge of the principles and practices of program planning, land use planning,

transportation, environmental and public administration.

Strong knowledge of marketing strategies, program monitoring, evaluation methodology

and techniques.

Must possess excellent writing skills in preparing letters, memos, and reports.

Ability to operate computers, PC based software, GIS utilization and interpretation,

various database programs; manage/update databases.

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

provide his or her own adequate means of transportation.

## **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 community 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 development or 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.