



## COOK COUNTY, ILLINOIS

### Executive Director of Animal Control Opportunity in Chicago

Cook County's Bureau of Administration is seeking an Executive Director of Animal Control to join our team.

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.

Responsible for overseeing day to day and administrative functions of the Office of the Cook County Animal Control. Manages the office of Animal Control and consults with the Bureau of Administration and the Office of the President to determine and implement policies and procedures governing various office policies, statutory and personnel matters, fees, public relations and strategic planning. Supervises, instructs and directs the work activities of various staff, including administrative, clerical and technical personnel. Works to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Responsible for budget management and control. Oversees contracts and agreements with the office to ensure compliance with departmental practice, policies and procedures as well as local and State law.

#### **How do I apply?**

Please submit a Cover letter and Resume to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov). The position description can be found on the right side of this page under the Download option.

#### **When are Resumes due?**

Until Filled.

## **SNAPSHOT OF COOK COUNTY:**

- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
- Health Care – Cook County established the nation’s first blood bank in 1937. Cook County Hospital was the first to have a dedicated unit for trauma services. Today our healthcare system treats more cancer patients than any other provider in the metropolitan area.
- Technology – Cook County’s Bureau of Technology provides technology support to Cook County offices and employees, with its wide area network providing service to more than 120 municipalities.
- Courts – Cook County oversees one of the nation’s largest unified criminal and civil justice system and administers the largest single jail site in the country.
- 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.

### **Benefits:**

Cook County employees have access to a variety of benefits, including:

- Medical and Pharmacy Plans
- Dental Plans
- Vision Plan
- Flexible Spending Accounts – Health Care and Dependent Care
- Life Insurance – Group Term and Supplemental Life
- Commuter Benefits
- Pre-paid Legal Services
- Retirement Benefits

### **Post Offer testing:**

All new employees will be required to submit to a satisfactory drug test and background check, based on reports obtained from law enforcement authorities. The reports are based on results from fingerprints taken from all new hires.

## COUNTY OF COOK



**Bureau of Human Resources**  
**118 N. Clark Street, Room 840**  
**Chicago IL 60602**

**Job Code:** 8747  
**Job Title:** Executive Director Animal Control  
**Salary Grade:** 24  
**Bureau:** Bureau of Administration  
**Department:** Office of Animal Control  
**Dept. Budget No.** 1510  
**Position I.D.** 0062206  
**Shakman Exempt**

### **Characteristics of the Position**

#### **General Overview**

Responsible for overseeing day to day and administrative functions of the Office of the Cook County Animal Control. Manages the office of Animal Control and consults with the Bureau of Administration and the Office of the President to determine and implement policies and procedures governing various office policies, statutory and personnel matters, fees, public relations and strategic planning. Supervises, instructs and directs the work activities of various staff, including administrative, clerical and technical personnel. Works to determine the annual budget request and effectively utilize appropriated funds as well as determine a coordinated approach to problem solving. Responsible for budget management and control. Oversees contracts and agreements with the office to ensure compliance with departmental practice, policies and procedures as well as local and State law.

#### **Key Responsibilities and Duties**

Responsible for overseeing administrative functions of the Office of the Cook County Animal Control and working with the Bureau of Administration and the Office of the President to determine policies and procedures governing personnel matters, fees, public relations and strategic planning.

Acts as a liaison with the Bureau of Human Resources with respect to grievance resolution, CBA disputes, issues and hearing decisions. Responsibilities include overseeing all employment actions for monitoring the progress of employee recruitment, hiring, firing and disciplinary issues for the department.

Oversees the work activity of subordinate managers and supervisors engaged in the preparation of budget-related documents. Makes revisions to the budget as needed. Forwards completed budget to County Department of Budget and Management Services. Responsible for budget management and control. Monitors spending levels to ensure that supplies and equipment inventories are maintained without exceeding budget.

Supervises the work activity of administrative, clerical, technical, safety and compliance personnel. Assigns and reviews work, monitors workflow, approves time-off, prepares evaluations, etc. Maintains confidential personnel files.

Works with the Bureau of Administration's legal counsel to resolve issues impacting the department.

Attends meetings and hearings before the Cook County Board of Commissioners and represents the department at other meetings when necessary.

### **Knowledge, Skills and Abilities**

Knowledge of modern management practices and techniques including budgeting and personnel management utilizing Microsoft Excel, Access or other financial databases. Knowledge of the principles and techniques of office practices and procedures.

Familiarity with Animal welfare practices and techniques, OSHA protocols, and State health Service.

Skill in representing the agency, making presentations to County and outside agencies and groups, relating information of a technical and official nature.

Excellent oral and written communication skills and the ability to communicate effectively with tact and courtesy to internal and external agencies.

Accurate judgment in making decisions, reorganizing established precedents and in meeting new problems. Ability to identify opportunities for process improvement.

Competency in performing presentations, creating projects and spreadsheets independently.

Skill in planning, developing and completing complex assignments with minimal direction and assigning work to other departmental personnel.

This position may require moderate to extensive travel to work assignments throughout Cook County, 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 of experience of a highly responsible nature **OR**, an equivalent combination of professional work experience, training and education.

### **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 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.**