



**DIRECTOR OF SPECIAL PROJECTS-
COMMERCIAL**

Department: Valuations
Grade: 23

Job Code:
Shakman Status: Exempt
FLSA Status: Exempt

Job Summary

Reporting directly to the Chief Deputy of Valuations, the Director of Special Projects – Commercial, provides strategic planning, implementation support and organizational guidance to the major organizational and policy initiatives for the Cook County Assessor’s Office (CCAO) Commercial Valuation Department. While the role reports directly to the Chief Deputy of Valuations, the position will be assigned to major commercial valuations projects and initiatives in selected areas of the CCAO’s operations. In those instances, the position may assume a joint reporting relationship to the relevant Deputy Assessor or other senior management personnel. The Director will typically manage a portfolio of one large, longer-term project and several shorter-term projects simultaneously. This role requires broad leadership in the areas of project planning, facilitation, and communication.

Essential Job Duties

- Develops commercial valuation strategies as part of ongoing technology initiatives.
- Surfaces issues, frames alternatives trade-offs, engages stakeholders, and fosters momentum around planning and implementation of key commercial property initiatives.
- Leads annual project planning process for the Department and assists the Chief Deputy of Valuations with the CCAO’s strategic planning process for Commercial Valuations; may assist other Deputy Assessor’s with strategic planning for their departments where there are cross-dependencies.
- Gathers and analyzes data (often against demanding deadlines) to inform decisions about the planning and implementation of commercial valuation initiatives.
- Serves as a member of each project’s leadership team, and participates in meetings, retreats, and other forums as necessary.
- Manages project administration activities and coordinates accordingly with Deputies and other staff, which may include conducting policy research, preparing presentations, developing meeting agendas, compiling pertinent background materials for meeting attendees, coordinating logistical arrangements and ensuring appropriate and effective communication with participants (as needed).
- Monitors project milestones and critical dates to identify potential jeopardy of project schedule and identifies ways to resolve schedule issues.

Minimum Qualifications

- Graduation from an accredited college and/or university with a bachelor's degree.
 - Five (5) years of full-time experience in assessments, appraisal, valuation of assets, property taxation, property tax administration or related field.
 - Two (2) years of project management or administrative operations experience.

Knowledge, Skills, and Abilities

- Knowledge of CCAO procedures, polices, practices and guidelines, or the ability to quickly gain such knowledge.
- Knowledge of CCAO procedures related to CCAO operations, functions, activities and the property tax system, or the ability to gain such knowledge.
- Knowledge of Cook County Government, or the ability to quickly gain such knowledge.
- Proficiency with Microsoft Office platform, specifically Microsoft Word, PowerPoint, Teams and Excel.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work with others, excellent interpersonal skills in dealing with the public and co-workers.
- Excellent organizational skills.
- Track record of thinking conceptually and mastering complex subject matters quickly.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: February 28, 2022