



DIRECTOR OF SPECIAL PROJECTS

Department: Office of the Assessor

Job Code: 7727

Grade: 23

Shakman Status: Exempt

Hiring Process: Exempt

FLSA Status: Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Director of Special Projects is a senior staff position responsible for advancing the work of the Office of the Assessor. The position provides project management, strategic planning, and implementation support on major organizational and policy initiatives for the Cook County Assessor's Office (CCAO). The role is critical to ensuring the operational efficiency and effectiveness of the Office of the Assessor, serves as a trusted adviser to the Assessor/Chief Deputy and other strategic leaders, and manages and oversees projects and initiatives to achieve the Assessor's priorities and objectives.

The Director will typically manage a portfolio of one large, longer-term project and several shorter-term projects simultaneously. This position also works closely with our external partners in the city, county, and state to deepen our collaborations and further the shared aims of the Assessor's Office and the citizens of Cook County. This role requires broad leadership in the areas of project planning, facilitation, and communication.

Essential Job Duties

- Surfaces issues, frames alternatives trade-offs, engages stakeholders, and fosters momentum around planning and implementation of key initiatives.
 - Builds and maintains successful working relationships and coordination with a wide range of offices, leadership, staff, and stakeholders, internal and external to Cook County.
 - Attends and participates in a variety of governmental and other meetings regarding neighborhood, business and related community and organizational meetings.
 - As needed and in collaboration with the Civic Engagement department, serves as Assessor's liaison to various neighborhood, community, and business groups/associations institutions; attends meetings and events and responds to inquiries as the Assessor's representative.
 - Gathers and analyzes data (often against demanding deadlines) to inform decisions about the planning and implementation of initiatives.
 - Serves as a member of each project's leadership team, and participates in meetings, retreats, and other forums as necessary.
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- 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).

- Provides high-level advice and policy recommendations to the Assessor and Chief Deputy Assessor on a wide variety of programs, issues, initiatives, and other highly complex topics.
- Assists with research, development, and organization of Assessor's Office programs and projects as assigned by the Chief Deputy Assessor, including seeking out information from a variety of internal and external sources, identifying potential issues, collecting applicable reference materials, and making appropriate contacts to secure information needed for action and/or decision by the Chief Deputy Assessor.
- Requires strong alignment with CCAO's mission, values, and strategic vision, as well as demonstrated leadership, judgment, and flexibility in a complex organization and fast-paced environment.

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.

Minimum Qualifications

- Graduation from an accredited college and/or university with a bachelor's degree.
- Three (3) years of work experience in public administration or public policy.
- Two (2) years of project management or administrative/human resources operations experience.

Preferred Qualifications

- PMP (Project Management Professional) Certification or equivalent
- Five (5) years of project management or administrative/human resources operations experience.

Knowledge, Skills, and Abilities

- Knowledge of CCAO procedures, policies, practices and guidelines, or demonstrated ability to quickly gain such knowledge.
- Knowledge of Cook County government and the Cook County property tax system, or demonstrated ability to quickly gain such knowledge.
- Proficiency with Microsoft Office platform, specifically Microsoft Word, Teams, PowerPoint, 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.
- Strong organizational skills and demonstrated capacity to develop and implement practical strategies, plans and solutions to complex issues and problems.
- Ability to manage multiple projects effectively.



- Ability to work well with the agency's senior leadership, supervisors, co-workers and external partners and stakeholders.
- Ability to meet CCAO and departmental deadlines and effectively use time with limited oversight.
- Ability to work independently and to undertake supervisor responsibilities (as needed).
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.

Physical Requirements

- Visual acuity to review and edit written communications for long periods of time.
- Walking between offices and meetings may be required.
- Repetitive use of hands to handle and/or operate standard office equipment.
- Regular use of a telephone to communicate.

COOK COUNTY ASSESSOR'S OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER

Last modified: May 22, 2023