



## **DEPUTY ASSESSOR – CHIEF POLICY OFFICER**

Department:	Policy	Job Code:	7726
Grade:	24	Shakman Status:	Exempt
		FLSA Status:	Exempt

### **Job Summary**

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor – Chief Policy Officer (CPO) supervises, directs, plans and is responsible for the Policy Department. The CPO's duties include direct oversight of the work performance of Policy Department staff, addressing and resolving the concerns and questions of Policy Department staff, issuing performance evaluations and initiating disciplinary action, and ensuring the Policy Department provides good customer service. In addition, the CPO manages and directs research policy and offers strategic in-sight on matters affecting residents and other groups serviced through the Cook County Assessor's Office (CCAO). The CPO plays a leadership role in developing and advancing the CCAO's policy and communications goals. The CPO works in partnership with the Assessor and the Chief Deputy Assessor to develop policy positions and papers, analyze legislative developments, and represent CCAO before local and state government. As part of the senior leadership team, the CPO participates in setting overall directions for the CCAO, and works to continuously build internal and external understanding of and support for CCAO's mission. The CPO collaborates with the Chief Deputy Assessor, the Chief Legal Officer and other Deputies to ensure policy priorities align with the CCAO's strategic priorities.

### **Essential Job Duties**

- Directs the research, development, and implementation of the CCAO's policies affecting residents and other groups serviced by the Office.
- Participates in the formulation of policy and assists in managing policy and research activities related to CCAO projects and initiatives.
- Directs research, planning and feasibility studies while analyzing and interpreting impact statements, economic, social, and changing trends.
- Analyzes legislation and prepares legislative summaries to keep senior leaders abreast of new legislation and trends affecting the Office and groups serviced by the Office.
- Remains informed and responsive in strategy and communication to policy developments that impact the Office and present opportunities for the CCAO to take a leadership position.
- Measures the effectiveness of policy work/initiatives; defines and leads change to meet objectives.
- Effectively collaborates with the Communications Department to enable and facilitate CCAO's positioning and increase engagement of stakeholders through the strategic use of diverse media platforms.
- Serves as ambassador of CCAO's mission and policy priorities; develops and maintains relationships across constituents (Cook County agencies, staff, public officials, etc.).

- Ensures staff productivity and development, promotes good morale and establishes performance measures for, and conducts performance evaluations of, the Director of Policy and other direct reports.
- Oversees and directs the staffing and daily operations of the Policy Department.
- Ensures activities and results are consistent with CCAO mission, goals, and objectives.
- Administers CCAO policy and procedures and ensures that the Director of Policy is adequately trained to perform the essential job duties.

**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 or university with a bachelor's degree in public policy, public administration, political science or related field.
- Five (5) years of experience working in government, public policy, or philanthropy or nonprofit settings.
- Two (2) years of work experience managing or supervising employees.

**OR**

- Master's in Economics, Business Administration, Public Policy, Public Administration or related field, or a Juris Doctorate degree.
- Three (3) years of work experience in government, public policy, philanthropy or nonprofit settings, or law.
- Two (2) years of work experience managing or supervising employees.

### **Preferred Qualifications**

- Master's in Economics, Business Administration, Public Policy, Public Administration or related field, or a Juris Doctorate degree.

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

- Knowledge of federal, state, county and local legislation impacting the work of the CCAO.
- Knowledge of public administration principles and practices, and project management methods, practices, and procedures.
- Knowledge of CCAO procedures related to CCAO operations, function, activities, or the ability to gain such knowledge.
- Working knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Legislative analysis experience and knowledge of policy formation practices.
- Ability to work with others; excellent interpersonal skills in dealing with other governmental agencies, co-workers, staff, and the public.
- Strong research and writing skills, including the composition of memoranda and reports.
- Proficient at Microsoft Office suite (Word, PowerPoint, and Excel).
- Ability to consistently interpret and apply CCAO policies, procedures, practices and guidelines.

- Ability to use time and resources well and display ability to manage multiple projects and shifting priorities.
- Ability to converse knowledgeably and communicate effectively, both orally and in writing.
- Ability to work collaboratively in a team environment.
- Ability to establish and meet CCAO and departmental deadlines production goals, and effectively utilize time with limited oversight.
- Ability to interact with the general public, providing guidance and information on the CCAO policies and procedures.
- 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 buildings 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: January 15, 2019