



DEPUTY ASSESSOR – CHIEF CIVIC ENGAGEMENT OFFICER

Department:	Outreach and Engagement	Job Code:	9629
Grade:	24	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Chief Deputy Assessor, the Deputy Assessor – Chief Civic Engagement Officer leads efforts pertaining to strengthening stakeholder relationships and is responsible for elevating a culture of outreach, engagement, and equity throughout the Cook County Assessor's Office (CCAO). This role leads a team that expands public engagement among Cook County's business community, local elected officials, and civic leaders in advancing the work of the office and building the capacity of the CCAO to serve local communities with information and education about assessments. This role guides all of CCAO's engagement efforts and manages key relationships relevant to CCAO work. The Chief Civic Engagement Officer works closely with the Chief of Communications and the Chief of Policy in addition to other departments, including Data, Valuations, and Human Resources in performing outreach to local communities and translating the work of our office into things that stakeholders value in their daily lives. The role also includes looking for opportunities to expand the CCAO's footprint in leading equity initiatives, economic development, affordable housing, and others. This includes leading staff focused on these areas and coordinating with external partners in the public and private sectors to advance these goals.

Essential Job Duties

- Provides technical assistance and capacity building for CCAO departments and staff, including supplying outreach and engagement tools, best practices, and standards.
- Builds relationships with new stakeholders and manages existing relationships for the office.
- Represents CCAO at public events and at times serves as spokesperson in the civic community.
- Manages feedback from mayors and other elected officials, and stakeholders in advance of township reassessments regarding relevant CCAO initiatives.
- Provides outreach for legislative and policy initiatives that can help support the priorities of the CCAO.
- Aligns organizational goals around civic engagement and policies that promote equity.
- Identifies advocates and key stakeholders in communities to help advance equity goals for underrepresented groups and gain feedback from communities we serve.

- Manages staff in identifying new partnerships with the business community, trade unions, chambers of commerce, and other focus areas.
- Manages staff in economic development initiatives and capacity building for local communities.
- Manages staff in policy initiatives that promote affordable housing and other incentives to activate growth in communities.
- Supports follow up with key stakeholders identified by the Assessor.
- Tracks and reports on engagement activities for internal reports and other reporting to the Board of Commissioners and others.
- Manages and tracks budget for overall department and specific initiatives and campaigns.
- Engages in performance management including performance reviews for department staff in accordance with the Employment Plan and Employee Handbook and other CCAO policies.

Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree.
- Seven (7) years of experience working in governmental relations, community development, and/or outreach.
- Three (3) years of work experience managing or supervising employees.
- Possession of a valid Class D, IL driver's license, reliable transportation, and proof of automobile insurance.

OR

- Master's degree in communications, public administration or related degree, or Juris Doctor.
- Five (5) years of experience working in governmental relations, community development, and/or outreach.
- Three (3) years of work experience managing or supervising employees.
- Possession of a valid Class D, IL driver's license, reliable transportation, and proof of automobile insurance.

Knowledge, Skills, and Abilities

- Knowledge of CCAO operations, procedures, policies, practices, and guidelines, or the ability to 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 and Chicago area civic community.
- Ability to build relationships with diverse stakeholders.
- Strong verbal and written communications skills.
- Knowledge of CCAO's Employment Plan, Employee Handbook, and any applicable collective bargaining agreement(s).
- Ability to lead and cooperate on specific projects related to the functions of the Assessor's Office.

- Ability to manage multiple projects effectively.
- Must be computer literate, with skill and efficiency in entering and retrieving data, and possess the ability to utilize CCAO systems and databases.
- Proficiency with Microsoft Suite (Word, PowerPoint (or equivalent), Excel and Teams).

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 telephone, computer, and communications devices.
- Ability to travel to events and meetings throughout Cook County.
- Ability to lift bags, boxes, and other materials and supplies of various sizes and weight, but at least 30 pounds.

Last modified: December 13, 2022