



DIRECTOR OF POLICY

Department:	Policy	Job Code:	7735
Grade:	23	Shakman Status:	Exempt
Hiring Process:	Exempt	FLSA Status:	Exempt

Job Summary

Reporting directly to the Deputy Assessor – Chief Policy Officer (CPO), the Director of Policy assists the CPO with the supervision, direction, planning and responsibility of the overall management and direction of the Policy Department. The Director of Policy's duties include providing direct oversight of the Policy staff's work performance, approving time-off requests, issuing performance evaluations, initiating disciplinary action, and ensuring the Policy Department provides good customer service. In addition, the Director of Policy is responsible for helping to develop and implement the Cook County Assessor's Office (CCAO) policy and legislative initiatives and communicating with policymakers about the work of the Office.

Essential Job Duties

- Conducts policy and legislative research as directed by the CPO.
- Serves as project manager for policy and legislative research projects.
- Assists the CPO in formulating and managing policy and research activities related to CCAO projects and initiatives.
- Assists the CPO with legislative analysis and preparing legislative summaries to keep senior leaders apprised of relevant policy and legislative matters.
- Works with the CPO and the Communications Department to translate academic research into policy briefs and other materials intended for non-academic audiences.
- Trains and supervises staff and/or students working on policy and legislative research projects.
- Monitors legislation relevant to the CCAO at the state, county and municipal level.
- Assists the CPO in engaging public officials, property owners, community groups, industry groups, unions and other stakeholders to build support for CCAO policy initiatives and legislative priorities.
- Assists the CPO in engaging stakeholders to solicit viewpoints to inform future research and policy work.
- Oversees the planning and execution of events such as policy breakfasts, symposia, and roundtables to encourage dialogue and ultimately better policies, programs, and practices in the work of the CCAO.
- Supervises and directs assigned employees and interns within the Policy Department.

- Helps to ensure staff productivity and development, promotes good morale, and establishes performance measures for subordinate staff.
- Conducts performance evaluations of subordinate Policy Department staff.
- Assists in effectively communicating job responsibilities to staff and provides instruction and training relative to their job duties and assignments.
- Helps to administer CCAO policies and procedures and provides instruction to staff regarding Office policies and procedures.
- Works with staff to resolve issues as they arise to ensure operational efficiency of the Department.
- Helps to ensure that activities and results are consistent with the CCAO's mission, goals and objectives.
- Develops employee work schedules to ensure operational coverage throughout the year.
- Performs other duties and assignments, as required, to achieve the overall goals of the Policy Department.
- May work extended hours and weekends as assigned.

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.
- Three (3) years of experience working in government, public policy, philanthropy or nonprofit settings.
- One (1) year of work experience managing or supervising other employees and/or interns.

OR

- Graduation from an accredited college or university with a Master's degree in Economics, Business Administration, Public Policy, Public Administration or related field, or a Juris Doctorate degree.
- Two (2) years of work experience in government, public policy, philanthropy or non-profit settings.
- One (1) year of work experience managing or supervising other employees and/or interns.

Preferred Qualifications

- One (1) year of work experience in property assessment or taxation, assessment administration, public housing, or affordable housing.

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, functions and 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: December 6, 2022