



SPECIAL ASSISTANT - PROJECTS LEAD

Department: Assessor	Job Code: TBD
Grade: 24	Shakman Status: Exempt
	FLSA Status: Exempt

Job Summary

Reporting to the Chief Deputy Assessor, the Special Assistant Projects Lead manages the portfolio of programs, projects and/or major continuing areas of responsibility involving the development, deployment, critical problem resolution and communication. The Special Assistant Projects Lead oversees the implementation and analysis of program management, production and business processes and practices as part of the scope of enterprise projects. The Special Assistant Projects Lead duties include leading the Program Management Office, improving overall organizational effectiveness consistent with broad project management goals, devising courses of action to address capability needs and gaps, supervising and training project managers to work within CCAO departments. The Special Assistant Projects Lead oversees, develops and improves project management policies and processes for the CCAO.

Essential Job Duties

- Provides provision of high-quality, short-turnaround recommendations and risk analysis support to stakeholders and decision makers on long and short-range business goals and timelines.
- Develops and improves project management policies and processes by creating innovative methods/products/services in areas of project management where traditional methods have been ineffective or are not applicable.
- Tracks strategic program planning, business systems planning, and administrative support functions that are enterprise-wide in scope.
- Assesses the impact of new programs and legislative changes on existing products, services, and resources. Presents findings through consolidated status reports, oral presentations, memoranda, and other documents as required. Recommends to management those learning approaches that resolve gaps.
- Ensures the determination of appropriate products or services for the development of project scope, requirements, and deliverables.
- Directs the implementation of project plans to meet objectives, and establish evaluation criteria and measurements to assess projects.
- Oversees the analysis of program management, production and business processes and practices as part of the scope of assigned projects.

- Ensures completion of project documents; makes certain they are uploaded into systems of record to track established performance metrics and historical trends. Conducts and documents lessons learned.
- Maintains and/or oversees continuous communication with stakeholders on project issues and status, and briefs key leadership on costs, impact, feasibility, alternatives, issues, recommendations and status of project development.
- Supervises project managers and provides training and templates as required.

The duties described above are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete description 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.
- Five (5) years of full-time experience in project management.
- One (1) year of full-time supervisory experience.
- Project Management Professional (PMP) Certification in good standing.

Preferred Qualifications

- Three (3) years of full-time supervisory experience.
- PROSCI Certification.
- Experience with Agile Methodology.
- Seven (7) years of full-time experience in project management with PMO leadership.

Knowledge, Skills, and Abilities

- Knowledge of CCAO's operations, function, procedures, activities and the property tax system, or the ability to quickly gain such knowledge.
- Knowledge of assessment valuation standards, practices and techniques, and the three approaches to assessing value, or the ability to quickly gain such knowledge.
- Competency in Microsoft 365
- Proven ability to utilize project management practices and tools to simultaneously manage multiple complex and high risk projects.
- Skills to develop, manage, and balance project plans, budgets, and schedules, including assessing risk and developing appropriate mitigation strategies.
- Ability to express information effectively, making clear and convincing oral and written presentations.
- Proven analytical and problem-solving abilities.
- Ability to contribute to multi-team initiatives.

- Ability to adjust to new techniques and procedures.
- Ability to work with others; excellent interpersonal skills in dealing with co-workers.
- Ability to coordinate and carry out instructions.
- Ability to learn, and assist co-departments with, day-to-day operations.
- Ability to meet CCAO and departmental deadlines, and effectively utilize time with limited oversight.

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: May 20, 2021