

**POSITION PROFILE**  
**DEPUTY BUDGET DIRECTOR**  
**COOK COUNTY, ILLINOIS GOVERNMENT**



**COOK COUNTY**  
**OFFICES**  

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**UNDER THE**  
**PRESIDENT**

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March 2024

## POSITION PROFILE

POSITION: Deputy Budget Director

DEPARTMENT: Budget and Management Services

REPORTS TO: Managing Deputy Budget Director

POSTING SALARY: \$103,100- \$128,700

HOW TO APPLY: Please submit a Resume and Cover letter to [Shakmanexemptapplications@cookcountyil.gov](mailto:Shakmanexemptapplications@cookcountyil.gov)

## OVERVIEW

The Bureau of Finance seeks a Deputy Budget Director to support the Managing Deputy Budget Director to plan and manage the activities of a functional budget section, coordinate special department projects and performs related duties as required.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

### WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email [risk.mgmt@cookcountyil.gov](mailto:risk.mgmt@cookcountyil.gov).

**YOUR  
IDEAS.  
YOUR  
PURPOSE.  
YOUR  
CAREER.  
COOK  
COUNTY.**



COOK COUNTY  
OFFICES  
UNDER THE  
PRESIDENT

Chad G.  
Cook County Employee



## SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
  - 2nd largest county in America
  - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
  - Nearly 80% unionized workforce
  - 15 unions represented
  - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

## LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants, and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorists, and bicycle share rentals and local bike lanes for bicyclist.

## ROLE SUMMARY

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Under the direction of the Managing Deputy Budget Director, the Deputy Budget Director directs and manages the activities of a functional budget section, coordinates special department projects and performs related duties as required. Oversees the work of analysts engaged in the annual review of department operating and capital budget requests, and the monitoring of the usage of budgetary appropriations in accordance with the County's annual Budget Appropriation Bill. Assists with implementing new and modified procedures to facilitate the annual budget process. Performs highly complex analysis, evaluation, and review of financial condition, revenues and expenditures of Cook County funds. Performs in the acting capacity as Budget Director in his/her absence. **KEY**

## RESPONSIBILITIES AND DUTIES:

Plans and establishes goals and objectives in compliance with the department's central goal and mission of preparing, implementing and managing the County's annual operating and capital budgets.

Aids in the development and implementation of departmental policies and procedures.

Prioritizes section workload to ensure assignments are handled expeditiously.

Supervises Budget Analysts preparation of budget analysis of funds requested report for each unit of County government.

Oversees the work of staff engaged in evaluating departments' annual requests for personnel, capital improvement and equipment needs.

Assists the Budget Director and the Managing Deputy Director in overseeing the implementation of new or modified procedures to facilitate the annual budget process.

Reviews and approves recommendations for funding, budget transfers, requests to hire, and other funding requests for assigned County Departments.

Provides technical assistance to financial liaisons in County Departments involved in submitting revenue and expenditure estimates for inclusion in the preliminary budget forecast and Annual Appropriation Bill.

Performs highly complex analysis, evaluation, and review of financial condition, revenues and expenditures of Cook County funds.

Supervises the compilation of comprehensive operations, administrative and fiscal reports.

Administers personnel functions of department; prepares employee evaluations/approves time off; and responsible for training of clerical employees.

Conducts staff training and development activities.

Attends meetings with department heads and County officials concerning budgetary matters; represents the Budget Director in the Director's absence.

Participates in confidential meetings and discussions relative to these and other matters.

### Knowledge, Skills and Abilities

Knowledge of structure of Cook County Government including organization, administration and functions of the various departments, boards, commissioners and committees.

Thorough knowledge of the principles and practices of program performance budgeting, governmental accounting and general public administration principles and practices.

Thorough knowledge in or skills pertaining to all aspects of formulating a balanced budget within the parameters of available resources.

Ability to work effectively with elected officials and top administrators.

Ability to direct management staff.

Skilled in the management of other professionals engaged in financial and budgetary analysis.

Skills in public presentation and presentation development using Microsoft PowerPoint and/or other presentation software.

Ability to analyze complex financial and other statistical data.

Ability to make sound judgments, recommend policy and effectively communicate and explain these to others.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment.

#### MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's degree, **PLUS** a minimum of three (3) years of experience in public administration, budgetary analysis, financial analysis or program evaluation, **OR**, an equivalent combination of professional work experience, training and education.

#### PREFERRED QUALIFICATIONS:

Master's Degree in Business Administration, Public Administration, Public Policy, Political Science, Finance or Economics.

Five (5) years' experience in budgetary analysis, financial analysis, or program evaluation.

Prior supervisory, managerial or project management work experience.

#### PHYSICAL REQUIREMENTS:

##### **Sedentary Work**

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

**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.**

#### EMPLOYMENT TERMS

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**RESIDENCY REQUIREMENT:** Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.