

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK



**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305  
(708) 771-1086

Job Code: 0294  
Salary Grade: 20  
Department: Finance

## STANDARD JOB DESCRIPTION

### ADMINISTRATIVE ANALYST IV

#### **Job Summary:**

Performs a wide range of analytical tasks covering a variety of business management areas. Specifically with respect to the development and administration of the Forest Preserve District's budget. Researches, analyzes and makes recommendations regarding District operations and programs in order to provide a framework for organizational effectiveness and productivity. These areas include: organizational planning, operations, personnel requirements, methods and procedures, systems analysis, job simplification, cost control, and production record systems. Provides administrative assistance in planning and coordination in the area of record management. Consults with and reports to the Chief Financial Officer or designee.

#### **Typical Duties:**

Analyzes the District's operations and systems to inform the budget development and management process.

Consults with, informs and advises the CFO or designee with respect to the progress, findings and recommendations of various projects and studies and to receive direction and assignments.

Assists other management staff in conducting introductory meetings with staff members of departments to be analyzed and assists in determining study time frame and scope, analyzing data, and preparing and presenting findings and recommendations.

Develops survey forms, questionnaires or data logs including appropriate instructions.

Prepares formal reports explaining department's organization and operations, presenting analysis and detailing the problems uncovered to improve the operation.

Provides administrative support to departments as needed for implementation of recommendations.

Oversees record management projects.

#### **Minimum Qualifications:**

Bachelor's degree or higher from an accredited college or university with five (5) years or more full-time experience in related area, or a combination of education, training and experience; or high school diploma, GED, or higher with ten (10) years or more full-time work experience in related area, or a combination of education, training and experience.

**Knowledge, Skills, Abilities and Other Characteristics:**

Ability to work independently and as part of a team in the analysis of difficult situations and problems and to reach practical and logical conclusions.

Extensive knowledge of managerial systems and methods.

Skills in communicating effectively and tactfully with others both verbally and in writing.

Excellent ability to understand and grasp detail, policies, protocols, systems, procedures and of the District.

Excellent organizational skills.

Excellent record management skills.

Ability to conduct fact finding interviews with departmental personnel.

High level of accuracy and proficiency in the use computerized programs to manage and generate information, reports, letters, etc.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2483  
Salary Grade: 24  
Department: Legal

## STANDARD JOB DESCRIPTION

### ASSISTANT TO GENERAL SUPERINTENDENT FOR LABOR MATTERS

#### **Job Summary**

Under the direction of the General Superintendent, provides direct and confidential legal counsel to the General Superintendent, President, Commissioners and other pertinent staff members on legal matters. Oversees outside counsel in labor litigation involving the unions and individuals. Provides guidance on the drafting of personnel policies and procedures. Interprets state and federal laws that effect personnel administration. Responds to EEO and Human Rights inquiries. Represents the District in hearings, conducts legal research, prepares briefs and other legal documents (pleadings).

#### **Typical Duties**

Provides direct and confidential legal counsel to the General Superintendent, President, Commissioners and other pertinent staff members on legal matters affecting the District and litigation in which the District is a party.

Oversees outside counsel in labor litigation, involving the unions and individuals. This also includes matters pending/filed in State and Federal court, EEOC, Dept. of Human Rights (Cook County and State of Illinois), and the Labor Board. Reviews labor proposals and makes recommendations to the General Superintendent. Conducts union negotiations on behalf of District.

Assists in developing and drafting personnel policy and procedures. Provides guidance to management staff on all procedures and policies. Drafts responses to grievances.

Interprets state and federal laws that affect personnel administration.

Consults and represents the District in various hearings including arbitration, civil service, Human Resource Ordinance, grievances and federal, state, and local governmental agencies.

#### **Minimum Qualifications**

Graduation from an accredited school of law, with a Juris Doctorate degree and admission to practice law in the State of Illinois.

Seven (7) years full-time work experience in a related area.

## **Knowledge, Skills and Abilities**

Thorough knowledge of the practice of law in Illinois.

Knowledge of state, federal, local and county laws and ordinances relating to personnel administration.

Knowledge of labor negotiations and procedure.

Knowledge of theory, principles and practices of the legal profession.

Must be able to clearly, logically and effectively express verbal and written thoughts and opinions, and possess a thorough and accurate knowledge of complex legal principals, concepts and vernacular.

Ability to assume responsibility for all cases and situations under designated area of assignment.

Ability to provide direction guidance and assistance in the interpretation of law and formulation of administrative policies.

Must possess excellent writing skills; ability to clearly articulate legal issues and analysis in writing.

Ability to assess internal and external environment with sensitivity to highly controversial issues of a political/bureaucratic nature.

Ability to control and allocate available resources to achieve project and/or organizational goals.

Knowledge of government procedures and policies.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 0616  
Salary Grade: 24  
Department: Legal

## STANDARD JOB DESCRIPTION

### CHIEF ATTORNEY

#### **Job Summary**

The Chief Attorney is in charge of all litigation and other legal matters to which the Forest Preserve District or the Board of Commissioners shall be a party. He/she counsels the President, Board Members, General Superintendent, and Department Heads on legal issues. The Chief Attorney attends, or is represented, at all meetings of the Board and of its committees when requested. He/she also assigns legal matters to the department's attorneys; supervises matters involving real estate, licensing, tax exemptions, encroachments, utilities and easements; prepares ordinances and other submittals to the Board and its committees; drafts and negotiates contracts; drafts legal opinions; coordinates bond issuances and responses to tax objections with the assistance of outside counsel; and facilitates land acquisitions including, but limited to, those involving condemnation proceedings. The Chief Attorney is responsible for resolving all personal injury and property damage matters, as well as all other legal actions to which the District may be a party. In addition, the Chief Attorney supervises all matters referred to outside attorneys; reviews all District policies and documentation to assure compliance with applicable laws, regulations, and legal procedures; and takes any and all reasonable actions he/she deems necessary in connection with the prosecution or defense of suits brought by or against the Forest Preserve District.

#### **Typical Duties**

Counsels the President, Board Members, General Superintendent, and Department Heads on legal issues to assure compliance with the law.

Reviews District policies, procedures, and practices to assure compliance with applicable laws and regulations.

Supervises the attorneys in the Legal Department and assigns matters therein as he/she deems appropriate.

Supervises all matters referred to outside attorneys.

Drafts ordinances, resolutions, orders and agenda items for Board meetings.

Selects court reporters, expert witnesses, special counsel and such other person or persons as necessary in the prosecution or defense of suits brought by or against the Forest Preserve District.

Handles land acquisitions and is responsible for the prosecution of condemnation matters, which may either be handled by the Chief Attorney or by outside counsel.

Drafts and negotiates contracts.

## **Minimum Qualifications**

Graduation from an accredited school of law with a Juris Doctorate Degree and admission to practice law in the State of Illinois.

Ten (10) years or more full-time work experience as an attorney in related matters.

## **Knowledge, Skills and Abilities**

Thorough knowledge of state, federal, local and county laws and ordinances as it relates to the area of assignment.

Thorough knowledge and understanding of the operations of the Forest Preserve District of Cook County.

Ability to supervise, review, plan, assign, coordinate and direct the work assignments of other attorneys.

Skill and ability in communicating with attorneys and other professionals.

Ability to understand and supervise legal matters related to real estate, municipal law, and labor/employment law.

Ability to review policies and procedures and provide legal advice regarding the same.

Excellent oral and written communication skills.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 0123  
Salary Grade: 24  
Department: Finance & Administration

## STANDARD JOB DESCRIPTION

### CHIEF FINANCIAL OFFICER

#### **Job Summary**

Under the direction of the General Superintendent, directs, oversees and manages all financial affairs and administrative functions related to personnel, purchasing, comptroller, risk management and financial accounting. Monitors and reports all appropriations and expenditures, accounting, billing and collection, payment of liabilities due to vendors and contractors, internal and external auditing of the District's finances. Assumes primary responsibility for appropriations and account control. Manages all personnel as their positions pertain to the above-stated functional responsibilities. Works closely with other FPD Departments on various programs and projects. Confers and consults with the General Superintendent on a regular basis.

#### **Typical Duties**

Monitors and reviews cash balances with Accounting Manager and Comptroller to determine unrestricted cash available for payment of obligations.

Directs the development, presentation and process of annual budgeting, annual appropriation and tax levy to comply with the statutory requirements of the annual appropriations and budget process.

Submits the monthly distribution of internal financial statements to upper management to provide management with monthly status reports of the financial position of the FPD.

Manages the completion of the external audit within the County Board's established date for the annual audit requirement.

Manages the finances of the District under GASB guidelines to ensure compliance with financial reporting requirements for governmental entities and County policy.

Oversees the functions of the Comptroller's Office relative to establishing a complete and accurate general ledger to be completed and supported by the annual audit.

Oversees the operations of the Comptroller's Office relative to the creation and maintenance of the grant reporting system in order to anticipate and address revenue issues and/or budgetary short falls.

As required, manages the periodic review and remittance of tax levies to bond and interest funds, pension, real estate, Brookfield Zoo, and Botanical Gardens.

Oversees the District's Enterprise Resource Planning System (ERPS), including ensuring continued integration of all ERPS modules and the ongoing management and maintenance of the ERPS.

Monitors and manages the ongoing Purchasing Department operations to comply with established protocols and statutory requirements for FPD purchasing activities.

### **Minimum Qualifications**

Bachelor's degree or higher in Finance, Business Administration or related area.

Ten (10) or more years full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Thorough knowledge of the principles of management and their application to the administration of governmental affairs in a finance function.

Knowledge and experience in managing continuous improvement in efficiency and effectiveness of operations.

Skill in financial accounting, finance, capital markets, planning, budgeting, strategic management and auditing.

Experience in supervision and management of managerial, professional and clerical personnel.

Ability to initiate and install systems and evaluate effectiveness.

Ability to monitor external and internal environments.

Ability to communicate and relate well with all ranks and titles throughout the organization.

Ability to organize and execute with dedication the mission of the Forest Preserve District of Cook County.

**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.**



# FOREST PRESERVE DISTRICT OF COUNTY OF COOK



**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305

Job Code: 2562  
Salary Grade: FP-7  
Department: Law Enforcement

## STANDARD JOB DESCRIPTION

### CHIEF OF POLICE

#### **Job Summary**

Under the direction of the General Superintendent of the Forest Preserve District, upholds and enforces all pertinent State of Illinois, Cook County, and Forest Preserve District laws and ordinances in order to serve and protect citizens visiting the Forest Preserve District and to protect the District's property and natural resources.

#### **Typical Duties**

Responsible for the preservation of law and order for the safety of all patrons of the Forest Preserve District and citizens entering the FPD's sites and properties.

Responsible for directing the activities of supervisors and their subordinates along with the support staff to function expeditiously and efficiently while performing the department's daily operations.

Prepares bi-weekly reports on activities and major incidents; confers with the Forest Preserve District General Superintendent so as to debrief him/her on major incidents and/or occurrences happening within the Police Department's jurisdiction and/or designated forest preserve areas. Makes recommendations on various departmental activities, disciplinary results, promotions and departmental budgetary items as needed to the General Superintendent to be approved and presented to the County Board of Commissioners.

Establishes working relationships with other Police Departments (i.e., city, village, county and state) for communication purposes in order to deal with providing assistance and solving crimes with all the citizens living in the surrounding communities and with those visiting the various Forest Preserve District facilities.

Attends various community meetings and special events to communicate general information, provide safety tips and assures the public of their safety in and around all the County's forest preserves.

Provides supervisory direction on response procedures during major incident events involving homicides and suicidal attempts made on grounds belonging to the Forest Preserve District.

Attends hearings and completes paperwork on disciplinary actions against officers not following the rules and regulations of the department.

Occasionally monitors radio calls to assure that officers are using their radio professionally and according to departmental procedure.

Conducts field inspections of Forest Preserve Police Officers to verify proper uniformed attire is being worn, and for those officers who were involved in complaints or who violate Forest Preserve District general orders, rules,

and regulations.

Monitor daily field assignments for work activities occurring and to verify radio calls, time sheets, car sheets, travel vouchers, equipment use, etc.

### **Minimum Qualifications**

Bachelor's degree or higher in Criminal Justice or related area.

Ten (10) years or more of Law Enforcement experience in the criminal justice field or an equivalent combination of education, training and experience.

Must be certified by the State of Illinois as a Law Enforcement Officer.

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

Knowledge of municipal police administration and training management budget, administrative controls, legal technical and operating practices of law enforcement.

Knowledge of mutual aid, state, and federal law enforcement agencies and functions.

Knowledge of rules of evidence, arrest, custody of persons, search and seizure, and civil rights.

Knowledge of related constitutional legal and court decisions affecting police jurisdictions.

Ability and skill to learn all rules, regulations, policies, patrol operations, procedures, reports and record system of the Forest Preserve District Police Department.

Skill and ability to communicate with professionalism to diverse groups, as well as various levels of rank and title.

Skill and ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Ability to keep abreast of community trends and development through personal observation and study; and, the skill in leadership to administer policy of the Forest Preserve District to the general public.

Ability to assess major emergencies and their solutions.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2501  
Salary Grade: 24  
Department: Finance & Administration

## STANDARD JOB DESCRIPTION

### COMPTROLLER

#### **Job Summary**

Under the direction of the Chief Financial Officer, directs all financial affairs and establishes major economic objectives and policies for the Forest Preserve District. Prepares reports which outline Forest Preserve District's financial position in areas of income, expenses, revenues and earnings based on past, present and future operations. Makes recommendations to the Chief Financial Officer concerning means of reducing Districts operating costs and increasing revenues bases on knowledge of market trends and financial reports. Directs preparation of financial forecasts. Supervises Deputy Comptroller and accounting staff as required. Responsible for ensuring all financial systems are integrated and are capable of producing accurate information to satisfy all audit requirements. Responsible for ensuring annual audit is completed in a timely and accurate manner.

#### **Typical Duties**

Directs the supervision of all District's books and records of accounts reflecting receipts, disbursements, liabilities and financial position.

Supervises the sale and deliver of bonds and tax anticipation warrants.

Responsible for all financial records, official proceedings, comptroller's annual report, appropriation ordinance, tax levy and resolution.

Maintains a record of all budgetary appropriations, expenditures, encumbrances and revenues made or received during the fiscal year.

Makes recommendations to the Chief Financial Officer concerning means to reducing the District's operating costs and increasing revenues.

Determines depreciation rates to apply to capitalized items.

Manages the District's investments in a manner that maximize revenue and minimizes risk. Develops and manages the District's investment policy.

#### **Minimum Qualifications**

Bachelor's degree or higher in Finance, Economics, Accounting or related area.

Eight (8) years or more full-time work experience in areas related to the above or an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Complete knowledge and understanding of all facets of financial procedures and systems with thorough responsible background in accounting.

Ability to verbally discuss financial problems with department representatives and administrative staff and to prepare oral and written reports.

Ability to analyze numerical problems and develop accounting systems to accurately control financial activity of Forest Preserve District.

Ability to organize and execute with dedication the mission of the Forest Preserve District of Cook County.

Ability to prepare accurate financial accounting reports and complicated accounting schedules.

Through knowledge of modern practices, procedures, techniques and terminology related to the processing and recording of accounting transactions.

Knowledge and skills of internal controls in an organization of this size.

Ability to provide long-term financial forecasting for the purposes of anticipating future funding needs.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 0628  
Salary Grade: 24  
Department: Legal

## STANDARD JOB DESCRIPTION

### DEPUTY CHIEF ATTORNEY

#### **Job Summary**

Assists the Chief Attorney in all areas of litigation and other legal matters to which the Forest Preserve District (FPD) or the Board of Commissioners shall be a party. Acts as a liaison between all departments and the Chief Attorney on legal inquiries. Attends when directed all meetings of the Board and its committees. Assists with the drafting of all instruments required by the Board and the General Superintendent. Provides written opinions on all questions referred by the Chief Attorney. Provides confidential counsel to District executive and administrative staff. Supervises legal and support staff.

#### **Typical Duties**

Provides legal expertise for the FPD of Cook County in all areas of litigation. Provides the Commissioners, President, and department heads assistance in dealing with matters of a legal nature. Provides confidential legal counsel to executive and administrative staff. Acts as a liaison between the legal department and other District departments regarding legal matters.

Draws up, reviews and negotiates acceptable contracts to enable the District to acquire services needed.

Oversees real estate closings and condemnations, when the District is acquiring real estate for FPD purposes. May also monitor outside counsels' work in condemnations and real estate matters.

In the absence of the Chief Attorney, attends Board and staff meetings, and meetings with the President to offer legal advice when needed.

Provides written opinions on all questions referred by the Chief Attorney. Answers complaints against the District as well as other court pleadings. Appears in court to defend the District.

Supervises staff in the absence of the Chief Attorney.

#### **Minimum Qualifications**

Graduation from an accredited school of law, with a Juris Doctorate and admission to practice law in the State of Illinois.

Eight (8) or more years full-time work experience in areas related to the above.

## **Knowledge, Skills and Abilities**

Thorough knowledge of the theory and principles in the practice of law in Illinois.

Knowledge of state, federal, local and county laws and ordinances as it relates to the area of assignment.

Knowledge of the practices and policies of the legislative branch.

Knowledge in the operations of the Forest Preserve District of Cook County.

Ability to clearly, logically and effectively express verbal and written thoughts and opinions, and possess a thorough and accurate knowledge of complex, concepts and vernacular.

Ability to assume responsibility for all cases and situations under designated area of assignment.

Ability to provide direction guidance and assistance in the interpretation of law and formulation of administrative policies.

Possession of excellent communication skills; ability to effectively communicate to both clients, attorneys, judges and/or juries complex legal issues.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Ability to control and allocate available resources to achieve project and /or organizational goals.

Must possess excellent writing, skills; ability to clearly articulate legal issues and analysis.

Ability to assess internal and external environment with sensitivity to highly controversial issues of political/bureaucratic nature.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2596  
Salary Grade: FP-6  
Department: Law Enforcement

## STANDARD JOB DESCRIPTION

### DEPUTY CHIEF OF POLICE

#### **Job Summary**

Under the general direction of the Forest Preserve District's Chief of Police, assists in overseeing Patrol and Administrative Units. Responsible for welfare, protection and service to patrons visiting the Forest Preserve District, as well as District's grounds and resources. Considered to be third in command and responsible for the Chief's job duties in the absence of the Chief and First Deputy Chief of Police.

#### **Typical Duties**

Verifies that all department personnel both sworn and civilian personnel are appropriately performing their duties on all shifts.

Reviews and coordinates maintenance on all equipment (i.e., cars, cameras, computers, radios, safety equipment) needing to be replaced or repaired for further use.

Performs a variety of public relations at speaking engagements for various CAPS organizational conferences and for community outreach programs at various Cook County educational institutions and social facilities.

Participates in the departmental interview and selection process for Forest Preserve Police Officer position by writing recommendations for the Chief of Police to analyze.

Confers with Commanders and Lieutenants on the daily operations of assignments and officer placement.

Conducts staff meetings with all police staff assigned to patrol the areas in which the Deputy Chief has jurisdiction.

#### **Minimum Qualifications**

Bachelor's degree or higher in Criminal Justice or related area.

Eight (8) years or more of Law Enforcement work experience in the criminal justice field or an equivalent combination of education, training and experience.

Must be certified by the State of Illinois as a Law Enforcement Officer.

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

Knowledge of theories, principles, and practices of modern police administration, organization, personnel, equipment, and procedures.

Knowledge of modern techniques in patrol, investigations, and support units.

Knowledge of the Forest Preserve District's scope of operations.

Ability to learn and master all rules, regulations, policies, patrol operations, procedures, reports and record system of the Forest Preserve District Police Department.

Skilled in the development and training of police personnel.

Skill and ability to communicate with professionalism to diverse groups, as well as various levels of rank and title.

Ability to plan and supervise work assignments.

**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.**



# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code:  
Salary Grade: 22  
Department: Conservation &  
Experiential Programming

## STANDARD JOB DESCRIPTION

### DEPUTY DIRECTOR OF CONSERVATION & EXPERIENTIAL PROGRAMMING

#### **Job Summary**

Under the direction of the Director of Conservation and Experiential Programming, assists with supervising and coordinating all aspects and operations of the Department. Assists with planning, developing and overseeing the delivery of recreational and educational programs, facilities and services for the District; assists with oversight of Department's daily operations which include 6 nature centers, 3 aquatic centers, various recreational activities, special events, educational programming, in schools and at community based organizations located throughout the county. Assists in the formation, enforcement and recommendation of policies within all aspects of operations involving the Department. Represents the District in civic and community affairs. Develops and establishes good working relationships with other District departments as well as with other recreation and education organizations and local municipalities and institutions. In the absence of the Director, has the authority to authorize expenditures and make final decisions as they relate to the daily activities and operations of the Department. Assists with the development and monitoring of the Department operational budget.

#### **Typical Duties**

Manages and coordinates staff, facilitates and operations to ensure the efficient and effective use of resources.

Participates in senior staff meetings as well as regular staff meetings to provide the information and guidance needed to ensure the effective operation of the Department.

Serves as advisor to the Director in the formulation of policy, procedures and budgets as it relates to the Department.

Assists in the coordination of the Department with other District departments and partners.

Assists the Director with planning, conducting and evaluating programs and events.

Keeps abreast of relative trends and current events and/or projected usages and other aspects of recreation and education planning, programming and operations.

Assumes responsibility for the Department in the absence of the Director.

Assists in handling of all personnel matters as it relates to the Department.

Assists in developing grants to acquire additional funds for educational and recreational programs and projects.

Supports Department events and programs which includes availability evenings and weekends.

Assists in managing the Department's Performance Management Metric goals and performance measures.

### **Minimum Qualifications**

Bachelor's Degree or higher in education, natural science, public administration, or related area.

Eight (8) years or more full-time work experience in areas related to the above, or any equivalent combination of education, training, or experience.

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

Knowledge of administrative practices and procedures to include budgetary, personnel, reporting techniques.

Ability to coordinate and supervise the activities of others and provide guidance and direction to management and other personnel.

Skill and ability to communicate verbally and in writing with professionalism to diverse groups.

Ability to keep abreast of community trends and developments through personal observations and community engagement.

Ability to interact with other department staff and a variety of community groups on subject related programs.

Ability to develop organized plans, implement plan and evaluate plans to provide continuous quality program improvement.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Ability to follow oral and written instructions.

Ability to effectively interpret district policy and procedures to staff and public as it relates to Department programming, special events, recreation, and environmental education.

Ability to effectively interpret District policy and procedures to staff and the public as it relates to special events, recreation, and environmental education.

Excellent communication and presentation skills.

Ability to create project plans and manage multiple projects simultaneously.

Analytical and problem-solving skills.

Excellent organization, decision making, and time management skills.

Critical thinking and problem solving skills.

Ability to adapt to changing goals and initiatives.

**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.**

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2576

Salary Grade: 22

## STANDARD JOB DESCRIPTION DEPUTY DIRECTOR OF LANDSCAPE MAINTENANCE

### Job Summary

Under the direction of the Director of Maintenance, assists with supervising all aspects and operations of the various sections within the Department of Maintenance and Operations. Assists with planning, scheduling and budgeting all maintenance and operations programs. Directly responsible for the supervision of Regional Superintendents in the maintenance and operations of geographical divisions. Independently directs field inspections, issues work orders and prepares various maintenance reports. Responsible for the requisition and purchasing of Department materials, supplies and vehicle equipment. Confers with the Director of Maintenance on policy of the District and assists with the department projects and routine business matters.

### Typical Duties

Issues work orders to proper staff to coordinate all phases of operational procedures; directs field inspections, prepares various work reports and prepares written and oral correspondence with the general public.

Meets with and instructs all subordinates in scheduling operating procedures and the compliance of Forest Preserve District policy.

Assists in the requisition and purchasing of Department materials, supplies and vehicle equipment.

Confers with the Director of Maintenance on updating and implementing new and existing policies and procedures relative to the Maintenance Department.

Analyzes divisional operation reports for program effectiveness and budget expenditure. Provides divisional budgetary costs and needs wherein data is used in the preparation of the annual maintenance budget.

Confers with other Maintenance employees to resolve work problems as they occur.

Compiles comparative reports on operations and progress of projects assigned to the District's regional divisions.

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2576

Salary Grade: 22

## STANDARD JOB DESCRIPTION DEPUTY DIRECTOR OF LANDSCAPE MAINTENANCE

### Minimum Qualifications

High school diploma, GED, or higher.

Eight (8) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

### Knowledge, Skills and Abilities

Knowledge of all maintenance operations management, including automobiles, trucks, tractors, front-end loaders, etc.

Through knowledge of all Forest Preserve District policies and procedures.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Skill and ability to communicate with professionalism to staff and diverse groups.

Ability to prepare weekly reports on maintenance operations.

Knowledge of collective bargaining agreements and a general understanding of labor laws and issues.

Ability to keep abreast of community trends and developments through personal observation and study.

Knowledge and ability to communicate work plans throughout the levels of rank and title.

**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.**

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2535

Salary Grade: 22

## STANDARD JOB DESCRIPTION DEPUTY DIRECTOR OF PERMITS, RENTALS & CONCESSIONS

### Job Summary

Under the direction of the Director of Permits, Rentals & Concessions, assists with supervising all aspects and operations of the Department. Assists with planning, developing and overseeing the delivery of facilities and services for the Forest Preserve District of Cook County; assists with the daily operations of the department. Acts as a primary public relations figure in the solicitation of obtaining grants, sponsorships and advertising revenues. Develops and establishes good working relationships with other organizations and local municipalities. In the absence of the Director, has authority to authorize expenditures and make final decisions as that relate to the daily activities and operations of the Department.

### Typical Duties

Manages staff, facilities and operations from their most efficient and effective use.

Conducts regular staff meetings to provide the information and guidance needed to ensure the maintenance of an effective department.

Serves as an advisor to the Director in the formulation of policy and procedures as it relates to the department.

Assists in coordination of the Department with other FPD departments.

Assists the Director with conducting and supervising special studies and projects as directed. Keeps abreast of relative trends and current events and/or projected usages and other aspects of planning, programming and operations.

### Minimum Qualifications

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2535

Salary Grade: 22

## STANDARD JOB DESCRIPTION DEPUTY DIRECTOR OF PERMITS, RENTALS & CONCESSIONS

Bachelor's degree or higher in related area.

Eight (8) years or more full-time work experience in areas related to the above **OR** an equivalent combination of education, training and experience.

### Knowledge, Skills and Abilities

Knowledge of Department recreational program objectives and policies.

Knowledge of administrative practices and procedures to include budgetary, registration and reporting techniques.

Ability to keep abreast of community trends and developments through personal observation and study.

Ability to interact with other department staff and a variety of community groups on subjects related programs.

Ability to coordinate and supervise the activities of others and provide guidance and direction to management and other personnel.

Skill and ability to communicate verbally and in writing with professionalism to diverse groups.

Ability to develop organized plans and reporting criteria.

Knowledge of permitting and concession operations management.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Ability to follow oral and written instructions.

Ability to effectively interpret district policy and procedures to staff and public.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK



**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305

Job Code: 6334  
Salary Grade: 22  
Department: Planning & Development

## STANDARD JOB DESCRIPTION

### DEPUTY DIRECTOR OF PLANNING AND DEVELOPMENT

#### **Job Summary**

Under the direction of the Director of Planning and Development, assists with all aspects and operations of the Department of Planning and Development and its staff and personnel. Assists with the responsibility for a departmental budget and an extensive workforce of professional landscape and building architects, civil and mechanical engineers, land surveyors and planners and related personnel. Assists in the supervision and administration of the budget for master plans and capital improvement projects. Helps to plan, design and implement capital improvements and landscape restoration programs to Forest Preserve sites as well as oversee the District's land acquisition programs to preserve and expand the Forest Preserve District's lands and facilities. Helps to oversee the real estate records and land use licenses, Geographic Information Systems (GIS) and grant development. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Assists in directing and supervising a workforce of skilled professional staff and related personnel to ensure compliance with employment and personnel policies and completion of the Department's work within time and budget constraints.

Consults and makes recommendations to the General Superintendent on master plans, public outreach on capital improvement plans, land acquisition and land use policies and other matters of policy and implementation.

Assists in the preparation of the Department's annual operating budget, the District's annual Capital Improvement Fund budget and annual updates to the District's Construction & Development budget to prioritize the needs of the District and to maximize resources.

Represents the District with other governmental agencies and organizations to coordinate projects and programs.

Prepares and coordinates internal and external input on the District's five-year capital improvement planning and construction program to ensure that projects are prioritized, scheduled and completed in a timely manner and within budgetary guidelines and performance management goals.

Helps to oversee land acquisition plans, studies and analysis and provides support to the legal department in setting policies and priorities for the District in acquiring additional land in a timely manner.

Oversees goals and work plans for the Department's GIS staff and ensures coordination with other departments in developing maps, resource guides and master plans for the District's land and facilities.

Provides professional support and assistance to all District departments with respect to development of plans and specifications for construction and development projects, planning information, contracts and GIS support.

### **Minimum Qualifications**

Bachelor's degree or higher in Planning, Public Administration, Landscape Architecture or related area.

Eight (8) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Knowledge and skill in developing and implementing policies, master plans and procedure in relation to planning and development for park districts, forest preserve districts, conservation or related organizations.

Knowledge of the mission, land holdings and facilities of the Forest Preserve District of Cook County.

Ability to effectively formulate policy, plans, procedures and budgets relative to area of responsibility.

Ability to analyze situations, determine priorities and make decisions or recommendations.

Ability to supervise a work force of skilled professional architects, engineers, planners and related professionals.

Ability to organize and execute with dedication the mission of the Forest Preserve District of Cook County.

Thorough knowledge of management and procurement practices and a basic understanding of government procedures, current issues and public/private resources.

**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.**



# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 4320  
Salary Grade: 22  
Department: Resource Management

## STANDARD JOB DESCRIPTION

### DEPUTY DIRECTOR OF RESOURCE MANAGEMENT

#### **Job Summary**

Under the administrative direction of the Director of Resource Management, assists in the supervision of all aspects and operations of the Department and its staff. Plans, directs, and coordinates departmental programs and staff to insure preservation of the District's natural resources. Formulates, enforces, and recommends policy on all aspects of operations involving the department. Represents the FPD in civic and community affairs. Presents speeches and papers to professional groups on Conservation, Wildlife and Fisheries Management as related to area of assignment. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Assists in developing and implementing department policies and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and material. Recommends policies and provides technical and operational advice in area of expertise, i.e., assessment of natural resources and ecological trends, and prescribed burning.

Assumes responsibility of the department in the absence of Director.

Hires, directs, evaluates, promotes, disciplines and adjusts grievances, or effectively recommends such action for assigned personnel to the Director.

Assists in preparing departmental budget.

Conducts and attends meetings; prepares written reports; Board letters; and assists with maintaining records on departmental activities and costs.

Assists in coordination of work assignments for Fisheries Biologist, Wildlife Biologist, Resource Ecologist, Trails Manager, Resource Specialists, Resource Project Managers.

Prepares and reviews contract specifications, evaluates bids for supplies, equipment, work and materials.

Assists with developing grants to acquire additional funds for educational, conservation and ecological programs and projects.

#### **Minimum Qualifications**

Bachelor's degree or higher in Forestry, Ecology, Biology or related Natural Sciences.

Eight (8) years or more full-time work experience in forestry, forest recreation, ecosystem management, or

natural resource management, or an equivalent combination of education, training and experience.

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

Skill in developing, planning, and overseeing all programs related to the assessment, preservation, conservation and management of natural resources.

Skill in planning and supervising the work of subordinate personnel.

Skill in advising subordinates in implementing all aspects of field work, and other resource management related activities.

Skill in communicating effectively, both written and oral communications.

Skill in establishing and maintaining effective relationships with FPD employees, County Officials, Partner Organizations, outside agencies and the general public.

Knowledge of the principles, methods, and practice of natural resource management including biology, ecology, fisheries and wildlife management, and plant propagation.

Knowledge of the methods, equipment, and materials used in forest preserve district maintenance, including knowledge of forestry, horticulture, and arboriculture.

Knowledge of the principles and practices of management.

Knowledge of the ecology of the Chicago Wilderness region.

Knowledge of invasive and non-native plant, animal and insect species and the appropriate management techniques.

Ability to organize and execute with dedication the mission of the FPD.

**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.**

# Forest Preserve District of Cook County



Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 2507

Salary Grade: 24

## STANDARD JOB DESCRIPTION DEPUTY GENERAL SUPERINTENDENT

### Job Summary

Under the direction of the General Superintendent is responsible for the administration, organization and supervision of all departments of the Forest Preserve District of Cook County ("the District"). Responsible for maintaining high standards, in services provided, activities offered and personnel employed. Ensures the overall mission of the District is put forth and advanced by the goals, programs and activities for all its departments and its staff. Responsible for monitoring goals set forth by the departments and its staff. Assists the General Superintendent with the District's annual budget appropriations. Confers with the General Superintendent on a regular basis regarding all areas of management and planning; including day-to-day operations, budget creation and overall resource allocation.

### Typical Duties

Provides executive level support to all Department Heads.

Provides leadership and effective management in all areas of staffing, administration, project completion, information technology and planning and development.

Monitors and/or lead special projects.

Oversees financial statements and ratios.

Directs the overall cash management policies and procedures.

Responsible for strategic planning and performance management.

Position: 2528  
Rev. Date: 04/2017

# Forest Preserve District of Cook County



Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 2507

Salary Grade: 24

## STANDARD JOB DESCRIPTION DEPUTY GENERAL SUPERINTENDENT

Handles confidential information regarding personnel, controversial matters and affairs of personal delicacy; secures information on the status of pending matters and reasons for the delay in the completion of projects.

Confers with County Commissioners, department heads and special interest groups about various issues related to FPD operation.

Maintains interdepartmental relationships and performances.

### Minimum Qualifications

Bachelor's Degree or higher in Public Policy, Business, Public Administration, Urban Affairs, Finance or a related area.

Eight (8) years or more full-time work experience in areas related to the above, **OR** an equivalent combination of education, training and experience.

### Knowledge, Skills and Abilities

Knowledge and understanding of the statutes, laws, ordinances and regulations governing the Forest Preserve District of Cook County.

Ability to communicate effectively to professionals and diverse groups.

Ability to solve various supervisory employee related problems and in making independent decisions on difficult matters.

Knowledge of government procedures, issues and public resources.

# Forest Preserve District of Cook County



Forest Preserve District

Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 2507

Salary Grade: 24

## STANDARD JOB DESCRIPTION DEPUTY GENERAL SUPERINTENDENT

Ability to keep abreast of community trends and developments through personal observation and study.

Willingness to work extended and flexible hours.

Skill and ability organizing and executing, with dedication the mission of the District.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2478  
Salary Grade: 22  
Department: Finance & Administration

## STANDARD JOB DESCRIPTION

### DIRECTOR OF BUDGET AND MANAGEMENT

#### **Job Summary**

Under the direction of the Chief Financial Officer, assists in directing and coordinating professional staff engaged in the development, preparation and administration of the District's annual appropriation ordinance and supporting budget documents. Manages and maintains records of all budgetary appropriations, monitors expenditures and revenues on an ongoing basis. Formulates, recommends and enforces changes to management and administration strategies across all aspects of the District's operating and capital budgets. Supports the managerial process by evaluating fiscal performance and developing and implementing standard budgetary procedures. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Directs, oversees, manages, supervises, trains and evaluates the performance of Administrative Analysts, purchasing personnel and other Finance and Administration staff assigned by the Chief Financial Officer to the budget and management function.

Directs all phases of developing the annual appropriation ordinance and supporting detailed budgets.

Works with staff responsible for developing a plan for the District's capital improvement projects; oversees management of the District's ongoing capital project budgets.

Oversees preparation of operational and administrative reports; directs and coordinates special budget studies.

Works with the Comptroller to prepare monthly and annual financial reports as required by ordinance, statute and policy.

Works with the Comptroller to prepare additional reports which outline the District's financial position for the purposes of providing the Chief Financial Officer with data and recommendations from which informed decisions can be made.

Assists the Chief Financial Officer in all phases of departmental operations and procedures to ensure that all assigned mandatory tasks are anticipated and completed on schedule.

Reviews, modifies and approves funding recommendations prepared by staff.

Works with the Comptroller to coordinate training for District staff on budgeting and fiscal policies and procedures.

## **Minimum Qualifications**

Bachelor's degree or higher in Finance, Accounting, Public or Business Administration or related area.

Eight (8) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Thorough knowledge of budget preparation, fiscal policy development and management methods, practices and procedures and their application to the administration of government affairs.

Knowledge of organizational structure and operational realities of government agencies and related intergovernmental operations.

Skill and ability to communicate effectively with professionalism to diverse groups; strong active listening and other interpersonal communication skills.

Ability to exercise initiative and judgment at the executive level, demonstrating a willingness and ability to lead and offer opinions and directions.

Adaptable, dependable, innovative and willing to take initiative and follow through on projects.

Willingness to take on new and complex problems and projects; ability to quickly become familiar with terms, organizations, arrangements, operations and other details in new areas of knowledge.

Knowledge and ability to communicate plans throughout the levels of command.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2513  
Salary Grade: 23  
Department: General Office

## STANDARD JOB DESCRIPTION

### DIRECTOR OF COMMUNICATIONS

#### **Job Summary**

Under the direction of the General Superintendent, supervises, directs and disseminates information to various news media regarding the Forest Preserve District's activities. The Director is responsible for strategic communications planning and the development and implementation of programs to promote public awareness. Acts as a liaison for the General Superintendent and the Cook County Board President at public and other sponsored events. Serves as spokesperson for the FPD. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Serves as spokesperson for FPD. Issues press releases, public service announcements and media advisories to inform the news media and general public of FPD news, activities, programs, initiatives and services. Manages press conferences, photo-ops and news events. Creates and implements strategic communications plans.

Provides leadership and strategic guidance to General Superintendent and senior staff. Attends departmental and senior staff meetings.

Attends and photographs FPD special events and provides information and materials to the news media, Maintains a general archive.

Drafts talking points, speeches, and power point presentations for the General Superintendent and County Board President on FPD issues and current events. Manages and responds to all reactive press calls and FPD media inquiries.

Organizes and implements pro-active media strategy to generate interest and public support for the FPD programs. Pitches ideas and stories to community, local, and national media outlets and reporters. Facilitates, schedules, and organizes interviews, profiles and speaking engagements for the General Superintendent and other senior staff. Positions, brands and promotes the FPD's leadership team, conservation experts, and research, by FPD staff. Increases overall visibility of FPD and its programs.

Attends meetings, conferences and working groups on a range of issues that affect the District. Coordinates with organizations and coalitions such as volunteer and advocacy groups, partners such as the Brookfield Zoo and Botanic Garden, government agencies and regional forest preserves.

Attends FPD board meetings; Disseminates and posts on FPD website information on Cook County Board Meetings, such as board agendas, committee hearings, and locations and times.

Coordinates with Director of Special Events on promoting public awareness of selected events by writing letters, press releases, memos, and web content. Advises on planning and execution of special events. Coordinates Cook



County cable crew filming of District activities and attends filmed events to create a video archive of FPD activities. Serves as FPD web-site editor. Oversees and coordinates social networking channels, such as the District's Facebook, Twitter and YouTube accounts.

Serves as a panel member on disciplinary matters and makes recommendations as required.

Forms and supports internal committees and working groups on various topics and issues.

Upon request serves as a media aide to the President of the County Board to handle media inquiries as they are addressed.

Ensure consistency of FPD's messages and strategic communications goals.

Monitors and archives news, press clips, and information about the FPD. Follows, evaluates, and distributes developments and trends from conservation, government and public relations fields.

### **Minimum Qualifications**

Bachelor's degree or higher in Communications, Public Relations or related area.

Eight (8) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Working knowledge and a good understanding of the public relations field.

Ability to operate and utilize computer software programs, such as but not limited to WordPerfect, Microsoft and the Internet, as well as basic website and social networking tools.

Knowledge in the operations of the Forest Preserve District of Cook County.

Ability to prepare highly important press releases.

Excellent skill in communicating both verbally and in writing. Skill in writing and making public speeches and/or statements, use of support photographs and promotional devices representing the FPD to all media outlets.

Ability to maintain a positive, effective working relationships with media agencies as well as employees and departments throughout the FPD.

Ability to maintain confidentiality of potential controversial topics.

Ability to work 24/7 call duty, weekends and irregular work hours.

Basic photography skills.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code:  
Salary Grade: 24  
Department: Conservation &  
Experiential Programming

## STANDARD JOB DESCRIPTION

### DIRECTOR OF CONSERVATION & EXPERIENTIAL PROGRAMMING

#### Job Summary

Under the direction of the General Superintendent, plans, develops and oversees the delivery of recreational programs, facilities and services as well as nature and environmental education centers for the District; develops and implements policies and procedures governing department operations within established budgetary limitations; performs delegated tasks in managing the delivery of outdoor recreation, special events as well as nature and educational programs and services throughout the District; exercises initiative and independent functioning in the general management of District staff, education and recreational facilities; oversees a department operating budget. Areas of responsibility include the District's nature centers, aquatic centers, special events, education programming and various outdoor recreational activities. Supervises and administers outdoor educational programs and teacher training in cooperation with both public and private schools. Also represents the District in civic and community affairs and presents speeches and papers to professional groups on outdoor education, outdoor recreation and nature center management as related to area of assignments. Oversees community outreach and engagement efforts to ensure participation in District programming throughout Cook County. Works closely with other District departments and staff on various programs and projects.

#### Typical Duties

Develops and implements department policies and procedures designed to improve operations, minimize operating costs, and effect greater utilization of resources. Recommends policies and provides technical and operational advice in area of expertise.

Confers and consults regularly with the General Superintendent and other District department heads and officials; makes presentations to the County Board and/or other groups as required. Represents the District at professional gatherings and forums.

Responsible for employment and supervision of a properly trained staff and volunteers.

Prepares and recommends departmental budget to the General Superintendent and ensures proper funding of accounts, monitors expenditures to ensure the budget allocations and expenditures are balanced.

Conducts and attend meetings, including FPD Board meetings. Prepares written reports. Directs the keeping of records on departmental activities to align with performance management expectations.

Works with Deputy Director and program managers to direct assignments of department staff.

Reviews educational programs at the District nature centers and the Outreach Education team.

Oversees the development of program schedules and events to ensure the dissemination of information to the public, (literature, brochures, signage, website, etc.) that informs the public on the availability of public programming.

Collaborates with District departments by notifying them in a timely manner of support needed to ensure appropriate resources are available for programming events.

Monitors the overall operations throughout the District's various recreational locations, to include three aquatic centers during the summer season, cross country skiing in the winter, as well as various recreational offerings throughout the year.

Establishes and maintains liaison with community groups and organizations throughout the county to identify and assess community needs, develop and modify programs to increase program participation.

Assists in the development of grants to acquire additional funding for conservation, education, recreation, community engagement programming.

### **Minimum Qualifications**

Bachelor's Degree or higher in education, natural science, public administration, or related area.

Ten (10) years or more full-time work experience in areas related to the above, or any equivalent combination of education, training, or experience.

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

Ability to coordinate and supervise the activities of others and provide guidance and direction to management and other personnel.

Skill and ability to communicate with professionalism to diverse groups.

Ability to supervise, plan, assign, coordinate and direct the work assignments of staff.

Ability to follow oral and written instructions.

Ability to effectively interpret District policy and procedures to staff and the public as it relates to special events, recreation, and environmental education.

Excellent communication and presentation skills.

Ability to create project plans and manage multiple projects simultaneously.

Analytical and problem-solving skills.

Excellent organization, decision making, and time management skills.

Critical thinking and problem solving skills.

Ability to adapt to changing goals and initiatives.

**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.**



# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 4392  
Salary Grade: 23  
Department: General Office

## STANDARD JOB DESCRIPTION

### DIRECTOR OF EXTERNAL AND STRATEGIC INITIATIVES

#### **Job Summary**

The Director of External and Strategic Initiatives is a senior level management position with direct participation and preparation of policy, strategic planning and operation direction. Serves in a confidential advisory role and reports directly to the General Superintendent. Responsible for developing operational performance measures as well as a strategic planning and evaluation process for all departments in order to fundamentally transform the District operations, enable further initiatives and improve productivity. Personally handles complex problems, intricate research and study. Performs extensive research and advisory functions related to improving the respective department and responding to legislative initiatives. Effectively recommends and provides data to the General Superintendent and the President or their respective designees to assist them in setting policy and making decisions concerning legislative initiatives. Develops funding and lobbying strategies that allows the implementation of District programs and projects not covered by tax appropriations. Establishes associations with funding agencies, including Federal and state governments, that leads to the support of District's mission and programs. Recommends and implements policy with respect to assigned tasks. Works with senior level executives from all departments with access to highly confidential and sensitive materials and information. Represents the District funding sources, interests and needs to District staff to assist with proposal development. Works closely with other District Departments on various programs and projects.

#### **Typical Duties**

Develop, implement and lead District executive performance review sessions to identify and resolve issues inhibiting higher productivity and drive larger performance initiatives; serve as a thought partner in identifying and analyzing operational improvement opportunities.

Identifies ongoing improvements in department performance management reporting and provides guidance on department best practices.

Researches various legislative initiatives; and assists in the development of legislative initiatives as needed and provides the District response on pending legislation that may affect the District.

Directs the efforts of a wide spectrum of District personnel, outside collaborators including federal, state, private and non-profit agencies, volunteer organizations and individuals to develop effective grant proposals.

Researches and monitors grant availability from various funding sources including federal, state, and private sector to identify grant opportunities available to the District.

Oversees grant related tasks of project management staff to ensure that the District meets the terms of grant agreements.

Represents the District in negotiations and interacts with funding agencies to develop fundable projects.

Handles requests for information on grant activities and provides requested information.

Represents the District on task forces, committees and other public forums to maintain a positive image for the District and keep up-to-date on emerging issues relevant to the District.

### **Minimum Qualifications**

Bachelor's degree or higher in Business Administration or related area.

Ten (10) years or more full-time work experience in public administration and/or non-profit organizations or an equivalent combination of education, training and experience.

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

Working knowledge of District policy and procedures.

Skill in developing a network of funding sources.

Working knowledge of federal, state and private grant sources.

Ability to work well with all District departments and a basic understanding of projects with an ability to identify potential funding sources.

Ability to communicate both verbally and in writing with funding agencies.

Ability to foster communication, collaboration and cooperation among individuals and organizations.

Ability to facilitate and maintain an efficient exchange of information.

Skill in leadership, consensus building and excellent organizational skills.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2576  
Salary Grade: 24  
Department: Facilities & Fleet Maintenance

## STANDARD JOB DESCRIPTION

### DIRECTOR OF FACILITIES & FLEET MAINTENANCE

#### **Job Summary**

Under the direction of the General Superintendent, responsible for the overall quality of all aspects of the Forest Preserve District facility repair and maintenance. Assists with planning, scheduling and budgeting all maintenance and operations programs. Independently directs field inspections, issues work orders and prepares various maintenance reports. Responsible for the requisition and purchasing of Department materials, supplies and equipment. Confers with the General Superintendent on District policies and assists with the department projects and routine business matters.

#### **Typical Duties**

Supervises trade support, specialty trades and general administration services.

Issues work orders to proper staff to coordinate all phases of operational procedures, directs field inspections, prepares various work reports and prepares written and oral correspondence with the general public.

Meets with and instructs all subordinates in scheduling operating procedures and the compliance of Forest Preserve District policy.

Manages in the requisition and purchasing of Department materials, supplies and vehicle equipment.

Updates and implements new and existing policies and procedures relative to the Department.

Analyzes divisional operation reports for program effectiveness and budget expenditure. Provides divisional budgetary costs and needs wherein data is used in the preparation of the annual maintenance budget.

Confers with other District departments and employees to resolve work problems as they occur.

Compiles comparative reports on operations and progress of projects at different District locations.

#### **Minimum Qualifications**

Bachelor's degree or higher in areas related to the above.

Ten (10) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Thorough knowledge of all Forest Preserve District policies and procedures.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Strong budgeting, scheduling and administrative skills.

Skill and ability to communicate with professionalism to staff and diverse groups.

Ability to prepare weekly reports on maintenance operations.

Knowledge of collective bargaining agreements and a general understanding of labor laws and issues.

Ability to keep abreast of community trends and developments through personal observation and study.

Knowledge and ability to communicate work plans throughout the levels of rank and title.

**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.**



## FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: TBD  
Salary Grade: 24  
Department: Finance & Administration

### STANDARD JOB DESCRIPTION

#### DIRECTOR OF FINANCIAL AND INFORMATION TECHNOLOGY

##### Job Summary

The Director of Financial and Information Technology is an executive management position with direct participation and preparation of policy, strategic planning and operation direction. Serves in a confidential advisory role and reports directly to the General Superintendent or his or her designee. Works with senior level executives from all departments with access to highly confidential and sensitive materials and information. Provides leadership and management of the Financial and Information Technology needs and requirements of the District. Assesses the current technological systems and needs, recommending, procuring and implementing system upgrades and managing IT vendor relationships. Responsible for all aspects of information technology management and control, including the supervision of information technology employees and contractors, budget preparation and management, strategic planning, development of standards, guidelines and procedures and operational decision making. Responsible for the ongoing maintenance and timely upgrade of the District's financial system. Responsible for all financial, telecommunications, WAN, LAN, wireless networks, website, point-of-sale and all other business systems. Responsible for procurement, distribution, maintenance and ongoing management for all desktop, laptop and portable computers and devices, including tablets, smartphones and any other hardware or wireless computing devices. Provides in-house consulting services for information systems technology projects. Serves as primary contact and manager of all cooperative technology projects with Cook County and other entities. Attends meetings to plan and implement MIS interfacing efforts with efficiency and cooperation. Approves changes in data processing, communication, or office system equipment so that expenses are minimized while ensuring reliable and timely services.

##### Typical Duties

Directs, oversees, manages, supervises, trains, and evaluates the performance of Information Technology Managers, contractors and other staff involved in managing the District's financial and information systems.

Supervises the decision-making process relative to strategic planning and approves establishment of policies for financial and information systems management and operations.

Develops or participates in the development of policies, procedures, and protocols to assure proper documentation, communication and control of strategic guidelines for the use of office automation technology.

Monitors the security of data processed to ensure the accuracy, integrity and reliability of computerized information systems.

Reviews proposed systems with Chief Financial Officer and recommends appropriate action.

Reviews and approves strategies proposed by information technology personnel to establish ongoing, relevant training programs for District employees.

## **Minimum Qualifications**

Bachelor's Degree or higher in Computer Science, Computer Engineering, Electrical Engineering, Information Technology, Mathematics or related area.

Ten (10) years or more full-time work experience in areas related to the above, or an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Extensive knowledge of Enterprise Resource Planning systems (financial accounting software). Prefer experience with government financial accounting systems.

Comprehensive knowledge of information management systems, computer operations procedures and techniques.

Ability to maintain and cultivate positive, effective working relationships with other employees and departments throughout the District.

Strong management, analytical, communication and logical problem solving skills.

Strong interpersonal communication and relational skills, good organizational and project management skills, sound judgment, initiative, flexibility and detail oriented.

Ability to maintain the integrity and continual operation of the District computer systems, network, including any inter- and intra- building wiring plant and wireless networks

Knowledge of and working experience with Microsoft Windows Environments, configuration, installation, maintenance, support and troubleshooting of TCP/IP networks supporting VoIP telephony, microcomputers and other systems, system development, complex project management, knowledge of Nortel network hardware, client/server technology and Internet/Intranets.

Strong knowledge of MS Office, including Word, Excel, PowerPoint and Outlook and the skills necessary to operate and troubleshoot problems with software applications.

Ability to take responsibility and use good judgment in recognizing scope of authority and in reflecting program goals and intent of the General Superintendent.

Ability to learn, interpret and apply administrative and departmental policies, laws and rules with particular reference to the activities of the Forest Preserve District.

Broad knowledge of general business and management practices.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 1212  
Salary Grade: 24  
Department: Human Resources

## STANDARD JOB DESCRIPTION

### DIRECTOR OF HUMAN RESOURCES

#### **Job Summary**

Under the direction of the General Superintendent enforces and monitors goals and policies as set forth by the Human Rights Ordinance with particular emphasis on discrimination and sexual harassment. Makes oral and written recommendations to district management to address problems and issues associated with findings of employment discrimination and to ensure that appropriate corrective action is taken. Conducts in-service training program on sexual harassment prevention; educates and informs FPD staff of existing policy, complaint procedures and rights as employees.

#### **Typical Duties**

Ensures District's compliance with FPD's Employment Plan and Supplemental Policies.

Conducts internal employment sexual harassment and discrimination investigations in order to identify, correct and resolve complaints.

Provides technical assistance to Forest Preserve departments, employees and officials pertaining to Federal, State and County anti-discrimination laws and policies to minimize County liability.

Conducts in-service training program on sexual harassment prevention; educates and informs FPD staff of existing policy, complaint procedures and rights as employees.

Makes oral and written recommendations to County management to address problems and issues associated with findings of employment discrimination and to ensure that appropriate corrective action is taken.

Conducts periodic reviews of vendors, contractors or bidders that have been certified to determine that they continue to be bono fide minority or women-owned businesses.

#### **Minimum Qualifications**

Bachelor's degree or higher in public administration, labor relations, or related area.

Ten (10) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Comprehensive knowledge of the local, state and federal human rights ordinances, laws and standards as it pertains to employment law.

Ability to communicate and interact effectively with Forest Preserve District employees in a professional manner both by telephone or in person to explain policies and procedures.

Skills in conducting interviews and eliciting required information; skills in collecting, interpreting and organizing technical information into concise documentation and narrative format.

Excellent writing skills; ability to clearly articulate, through written documents, a neutral analysis of fact finding investigations; ability to write unbiased reports based on information gathered during fact finding investigations.

Ability to communicate and interact effectively with a wide and diverse assortment of individuals; ability to interview witnesses in various situations via phone, questionnaires, on site or in conference.

Possess strong mediation and interpersonal skills; ability to act professionally under highly emotional situations; ability to act as a mediator between various departments and individuals.

Ability to establish and maintain confidentiality and trust; must be able to exercise discretion in dealing with confidential witnesses, documents and matters in the investigation process.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2577  
Salary Grade: 24  
Department: Maintenance

## STANDARD JOB DESCRIPTION

### DIRECTOR OF LANDSCAPE MAINTENANCE

#### **Job Summary**

Under the direction of the General Superintendent, directs and coordinates the daily operations of the Landscape Maintenance Division personnel which work from various field locations that are responsible for maintaining and repairing FPD vehicles and equipment, swimming pools, golf courses, driving ranges, boat docks and water recreation areas, major picnic groves and parking areas, miles of bicycle and equestrian trails and other FPD facilities and buildings. Formulates, enforces and recommends policy on all aspects of operations involving the department. Confers with the General Superintendent on policies/procedures and with answering inquiries from the County Board President, Forest Preserve Commissioners, and the general public. Oversees the administration of materials, supplies and the supervision of manpower. Prepares annual budget and assumes primary responsibility for a departmental budget and a large and extensive workforce.

#### **Key Responsibilities and Duties**

Oversees the daily operations of the Landscape Maintenance Division to ensure that all facilities and grounds are clean and safe for the general public.

Confers with the General Superintendent on updating and implementing new and existing policies and procedures.

Prepares department budget to secure funding for departmental responsibilities, personnel, equipment and supplies.

Meets with supervisory personnel to advise personnel in the proper handling of discipline, requests and inquiries from other FPD departments and the general public.

Provides and maintains high standards for services to ensure that all facilities are clean and safe for the general public.

Evaluates the work performance of assigned personnel in regards to accuracy, completeness and timeliness.

Responsible for new equipment and materials to provide better maintenance techniques.

#### **Minimum Qualifications**

Bachelor's degree or higher in areas related to the above.

Ten (10) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Knowledge of District policies and procedures.

Working knowledge of maintenance equipment such as, automobiles, trucks, tractors, front-end loaders, etc.

General knowledge of various mechanical systems.

Experience and proficiency in maintenance and operations of a large public holding including recreational areas, buildings and structures, equipment and all other facilities.

Ability to effectively formulate policy and procedures relative to area of responsibility.

Ability to supervise, plan, assign, coordinate and direct the work assignments of a large workforce.

Ability to communicate verbally and in writing with professionalism.

Ability to organize and execute with dedication the mission of the Forest Preserve District of Cook County.

**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.**

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 5878

Salary Grade: 24

## STANDARD JOB DESCRIPTION DIRECTOR OF LEGISLATIVE AND GOVERNMENTAL AFFAIRS

### Job Summary

Under direction of the General Superintendent, provides direct and confidential legal counsel to the General Superintendent, President, Commissioners, and other pertinent staff members on strategic and tactical decisions regarding governmental affairs of the Forest Preserve District of Cook County ("FPD") and provides a variety of professional level services with regard to requests, and use, by outside entities of FPD holdings. The holder of this position shall develop fee structures for the issuance and renewal of licenses in connection with the proposed use of FPD property by third parties. The holder also shall draft and review various documents as needed. In addition, this person shall participate in interdepartmental and inter-agency committees and task forces and work closely with other FPD personnel on various programs and projects.

### Typical Duties

Confers with Board of Commissioners, General Superintendent and FPD senior staff.

Confers with Board of Commissioners, General Superintendent, Chief Attorney and Director of Planning and Development on matters pertaining to licenses and easements to determine if request is compatible with FPD mission.

Works closely with elected officials and acts as an intergovernmental liaison to track happenings within the government that could impact the FPD and seeks new ways to maximize funding opportunities with other agencies.

Assists in the development of legislation; analyzes, tracks and responds to local, state and federal legislation affecting the FPD.

Prepares briefings, legislative memos, hearing testimony and statements for General Superintendent and other senior FPD staff.

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 5878

Salary Grade: 24

## STANDARD JOB DESCRIPTION DIRECTOR OF LEGISLATIVE AND GOVERNMENTAL AFFAIRS

Manages preparation and initial compliance efforts for newly enacted legislation.

Develops strategies for pursuing new partnerships.

Oversees public affairs and legislative matters, including policies, and procedures to protect the existing FPD holdings and to affect laws and public sentiment that is friendly to the FPD.

Monitors and manages litigation relating to legislation and other public affairs matters, including managing outside counsel, strategies, and costs.

Monitors, analyzes and synthesizes legislative proposals to determine their impact on the FPD.

Establishes and maintains close working relationships with elected officials and staff, institutional partners, collaborators, and intergovernmental personnel.

Assumes responsibility for all government relations related to the acquisition and/or use of holdings by the FPD.

Solicits support of proposed FPD programs and land use activities from various community organizations.

### Minimum Qualifications

Graduation from an accredited school of law with a Juris Doctorate degree and a license to practice law in the State of Illinois.

Seven (7) years or more full-time work experience as an attorney in matters related to the above.

### Knowledge, Skills and Abilities

Knowledge of federal, state and local government.

Ability to understand, develop, and implement general strategic initiatives.



# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 5878

Salary Grade: 24

## STANDARD JOB DESCRIPTION DIRECTOR OF LEGISLATIVE AND GOVERNMENTAL AFFAIRS

Ability to work with other governmental agencies and the public.

Ability to work independently, as well as develop and implement policy recommendations.

Skill and proficiency in communicating effectively in technical terms.

Superior interpersonal and communication (oral and written) skills.

Excellent analytical and organizational skills.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2482  
Salary Grade: 24  
Department: PCV

## STANDARD JOB DESCRIPTION

### DIRECTOR OF PERMITS, RENTALS & CONCESSIONS

#### **Job Summary**

Under the direction of the General Superintendent, plans, develops, and oversees the delivery of facilities and services for the Forest Preserve District of Cook County; develops and implements policies and procedures governing department operations within established budgetary limitations; performs delegated tasks in managing the delivery of services throughout the Forest Preserve District; exercises initiative and independent functioning in the general management and supervision of district staff and facilities. Oversees a budget and areas of responsibility include concessions and permits. Administers the issuance of all District permits and the collection/processing of fees.

#### **Typical Duties**

Administratively directs all Permits, Rentals & Concessions Department activities; trains, supervises and evaluates the work performance of department staff.

Participates in collaborative processes with stakeholders to develop budget recommendations and secure resource allocations for functional and/or operational area(s). Seeks alternative resource solutions.

Researches financial impacts, consequences of proposed projects, programs, actions, and provides justification to managers and/or executives and others as part of review/approval process.

Identifies causes and solutions to short and long-term service and/or operational issues and prioritizes and assigns staff/resources accordingly.

Conducts regular staff meetings to provide information and guidance needed to ensure the maintenance of an effective and progressive operation for the Forest Preserve District.

Manages staff, facilities and operations for their most efficient and effective use, and maintaining the highest financial return possible while providing users high quality services.

Performs a variety of public relations functions for the promotion of the district's programs, services, and operations.

Contributes to and participates in the organization's strategic planning process.

Establishes and maintains communications with other municipalities for the exchange of information.

Makes presentations on controversial subjects at professional or public meetings.

## **Minimum Qualifications**

Bachelor's degree in Business Administration, Public Administration, Political Science, Management, Physical Education, Parks and Recreation, Kinesiology, Sociology, or related area.

Ten (10) years or more full-time work experience in areas related to the above, or an equivalent combination of experience, training, and education.

## **Knowledge, Skills and Abilities**

Thorough knowledge of department objectives and policies.

Knowledge of administrative practices and procedures to include budgetary, registration and reporting techniques.

Ability to interact with other department staff and a variety of community groups on subjects related to permits, rentals, and concessions resources.

Ability to coordinate and supervise the activities of others and provide guidance and direction to management and other personnel.

Skill and ability to communicate with professionalism to diverse groups.

Knowledge of concession operations management.

Ability to supervise, plan, assign, coordinate and direct the work assignments of support staff.

Ability to follow oral and written instructions.

Ability to effectively interpret district policy and procedures to staff and public.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2509  
Salary Grade: 24  
Department: Planning & Development

## STANDARD JOB DESCRIPTION

### DIRECTOR OF PLANNING AND DEVELOPMENT

#### **Job Summary**

Under the direction of the General Superintendent, supervises all aspects and operations of the Department of Planning and Development and its staff and personnel. Assumes primary responsibility for a departmental budget and an extensive workforce of professional landscape and building architects, civil and mechanical engineers, land surveyors and planners and related personnel. Supervises and administers the budget for master plans and capital improvement projects. Plans, designs and implements capital improvements and landscape restoration programs to Forest Preserve sites as well as oversee the District's land acquisition programs to preserve and expand the Forest Preserve District's lands and facilities. Oversees the real estate records and land use licenses, Geographic Information Systems (GIS) and grant development. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Directs and supervises a workforce of skilled professional staff and related personnel to ensure compliance with employment and personnel policies and completion of the Department's work within time and budget constraints.

Consults and makes recommendations to the General Superintendent on master plans, public outreach on capital improvement plans, land acquisition and land use policies and other matters of policy and implementation.

Prepares the Department's annual operating budget, the District's annual Capital Improvement Fund budget and annual updates to the District's Construction & Development budget to prioritize the needs of the District and to maximize resources.

Represents the District with other governmental agencies and organizations to coordinate projects and programs.

Prepares and coordinates internal and external input on the District's five-year capital improvement planning and construction program to ensure that projects are prioritized, scheduled and completed in a timely manner and within budgetary guidelines and performance management goals.

Oversees land acquisition plans, studies and analysis and provides support to the legal department in setting policies and priorities for the District in acquiring additional land in a timely manner.

Oversees goals and work plans for the Department's GIS staff and ensures coordination with other departments in developing maps, resource guides and master plans for the District's land and facilities.

Provides professional support and assistance to all District departments with respect to development of plans and specifications for construction and development projects, planning information, contracts and GIS support.

### **Minimum Qualifications**

Bachelor's degree or higher in Planning, Public Administration, Landscape Architecture or related area.

Ten (10) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Knowledge and skill in developing and implementing policies, master plans and procedure in relation to planning and development for park districts, forest preserve districts, conservation or related organizations.

Knowledge of the mission, land holdings and facilities of the Forest Preserve District of Cook County.

Ability to effectively formulate policy, plans, procedures and budgets relative to area of responsibility.

Ability to analyze situations, determine priorities and make decisions or recommendations.

Ability to supervise a work force of skilled professional architects, engineers, planners and related professionals.

Ability to organize and execute with dedication the mission of the Forest Preserve District of Cook County.

Thorough knowledge of management and procurement practices and a basic understanding of government procedures, current issues and public/private resources.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 4315  
Salary Grade: 24  
Department: Resource Management

## STANDARD JOB DESCRIPTION

### DIRECTOR OF RESOURCE MANAGEMENT

#### **Job Summary**

Under the administrative direction of the General Superintendent, supervises all aspects and operations of the Department of Resource Management and its staff. Performs work of considerable difficulty in planning, directing, and coordinating departmental programs and personnel to insure preservation of the FPD's natural resources. Responsible for a departmental budget and a large and extensive workforce of professional Biologists, Ecologists, Foresters, Technicians, Aides, Specialists and other related personnel. Oversees fish, game, wildlife and land management. Formulates, enforces and recommends policy on all aspects of operations involving the department. Creates, supervises and administers the budget for the department. Represents the District in civic and community affairs. Presents speeches and papers to professional groups on Conservation, Wildlife and Fisheries Management as related to area of assignment. Works closely with other FPD Departments on various programs and projects.

#### **Typical Duties**

Develops and implements department policies and procedures designed to improve operations, minimize operating costs, and effect greater utilization of labor and materials. Recommends policies and provides technical and operational advice in area of expertise, i.e., assessment of natural resources and ecological trends and prescription burning.

Confers and consults regularly with FPD Superintendent and other FPD department heads and officials; makes presentations to County Board and/or other groups as required. May represent the FPD at professional gatherings and forums.

Responsible for employment and supervision of a properly trained staff and volunteers.

Prepares and recommends departmental budget to the General Superintendent and ensures proper funding of accounts.

Conducts and attends meetings, including FPD Board meetings. Prepares written reports. Directs the keeping of records on departmental activities and costs.

Directs work assignments of department staff.

Oversees contractors and ensures adherence to contract. Drafts contracts. Researches supplies and contractors. Obtains quotations. Prepares specifications.

Reviews the dissemination of public information, i.e., literature, brochures, etc. that informs the public of FPD

Resource Management programs and policies.

Develops grants to acquire additional funds for educational, conservation and ecological programs and projects.

### **Minimum Qualifications**

Bachelor's degree or higher in Forestry, Ecology, Biology, Zoology, or related natural sciences.

Ten (10) years or more full-time work experience in areas related to the above or an equivalent combination of education, training and experience.

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

Skill in developing, planning, and overseeing all programs related to the assessment, preservation, and conservation and management of natural resources.

Skill in planning and supervising the work of subordinate personnel.

Skill in advising subordinates in implementing all aspects of field work and resource management related activities.

Skill in communicating effectively, both in written and oral communications.

Knowledge of the principles, methods, and practices of natural resource management including biology, ecology, fisheries and wildlife management, and plant propagation.

Knowledge of the methods, equipment, and materials used in FPD maintenance, including knowledge of landscaping, horticulture, prescription burn techniques, and arboriculture.

Knowledge of the principles and practices of management.

Knowledge of ecology, ecosystems, grassland ecology, knowledge of no-indigenous plant and animal species and the appropriate management techniques suitable for regional habitats.

Ability to organize and execute with dedication the mission of the FPD of Cook County.

**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.**

## FOREST PRESERVE DISTRICT OF COUNTY OF COOK



**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305

Job Code: 2528  
Salary Grade: 23  
Department: General Office

### STANDARD JOB DESCRIPTION

#### DIRECTOR OF SPECIAL PROJECTS

##### **Job Summary**

Reports directly to the General Superintendent and serves in a confidential advisory and policy-making role. Position has significant interaction with elected officials on behalf of the President and General Superintendent. Serves as a liaison of the District to local villages, suburbs and other municipalities within Cook County on matters such as storm water flooding and encroachment issues. Assists the President and/or General Superintendent in the development and implementation of policies, programs and executive functions pursuant to the District's statutory mission. Remediates operational issues as identified by the General Superintendent. Develops recommendations concerning insufficient procedures to develop more effective work methods and departmental policy. Responsible for the overall direction, coordination, implementation, execution, control and completion of assigned projects ensuring consistency with District's strategy, commitments and goals. Chairs committees relating to District's Resident Watchmen Program and Vehicle Steering Committee. Assigned projects include highly sensitive and confidential tasks.

##### **Typical Duties**

Assists the General Superintendent in the development of policies, procedures and other executive functions to ensure that District policies are implemented and enforced.

Assists the General Superintendent in day-to-day operations of the District as assigned including, but not limited to, problem-solving and performing research on special projects as needed.

Assists the General Superintendent in performing complex analyses of programmatic and administrative needs. Responsible for ensuring confidentiality of communications whether written or verbal.

May represent the General Superintendent in his/her absence at meetings or public events.

Interacts with local elected officials on behalf of the President and General Superintendent.

May act as Chairperson of District committees as assigned.



Takes the lead on planning and implementing assigned projects; facilitates the definition of scope, goals, timelines and deliverables for assigned projects; and defines project tasks and resource requirements.

Tracks project deliverables using appropriate tools; evaluates assigned projects and assesses results; and monitors and reports on progress of assigned projects to all stakeholders.

Identifies, assesses and minimizes project risks to successful completion of assigned projects; and implements and manages project changes and interventions to achieve project outputs.

Manages budgets for assigned projects.

Provides direction and support to project team.

### **Minimum Qualifications:**

Bachelor's Degree or higher from an accredited college or university.

Seven (7) years or more full-time work experience in areas related to the above or an equivalent combination of education, training, and experience.

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

Excellent communication and presentation skills.

Ability to create project plans and manage multiple projects simultaneously.

Analytical and problem-solving skills.

Excellent organization, decision making, and time management skills.

Critical thinking and problem solving skills.

Ability to adapt to changing goals and initiatives.

**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.**

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2512

Salary Grade: 22

## STANDARD JOB DESCRIPTION EXECUTIVE ASSISTANT TO THE GENERAL SUPERINTENDENT

### Job Summary

Under the direction of the General Superintendent is the administrative liaison to the Office of the President, Board of Commissioners and other elected officials. Performs highly specialized administrative and confidential duties. Responsible for determining and managing the General Superintendent's executive itinerary, meeting agendas and event attendance records. Prepares various types of correspondence, confidential reports and memoranda as directed by the General Superintendent. Closely interacts with the General Superintendent to accomplish daily functions of the Office of the General Superintendent (OGS). Works in concert with the Office of the President and elected officials to coordinate schedules and/or meetings, exchanges knowledge and/or obtains approval/signatures. May engage in supervisory responsibility for all necessary business functions of the OGS and supervise support staff personnel on aspects of office related business. Oversees OGS employees' time and attendance records in connection with payroll processing. Reports directly to the General Superintendent and is responsible for tasks and duties to effectively manage OGS operations.

### Typical Duties

Handles confidential information regarding personnel, controversial matters and affairs with professional delicacy and discretion; secures information on the status of pending matters and reasons for the delay in the completion of projects.

Liaison to Office of the President, Board of Commissioners and other elected officials.

Takes appropriate action to facilitate questions and comments directed to the office of the General Superintendent and in a timely manners directs them to the proper department staff.

Assists in determining and managing the General Superintendent's executive itinerary, coordinates meeting, prepares meeting agendas and maintains event attendance records. Screens and responds to telephone calls and visitors which may require answering a variety of questions with considerable tact and judgment; arranges schedule of appointments for the General Superintendent.

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2512

Salary Grade: 22

## STANDARD JOB DESCRIPTION EXECUTIVE ASSISTANT TO THE GENERAL SUPERINTENDENT

Exercises considerable discretion in committing the Superintendent's time or referring caller to another appropriate source of information or service.

Establishes and maintains a system that takes into consideration the logistical and documentation aspect in preparation of the Board Agendas for the Forest Preserve Commissioners.

Maintains and updates appropriately the existing filing system for the General Superintendent.

Takes care of day to day inquires or problems whenever possible; performs confidential and personal services, as requested.

Handles all incoming mail and packages directed to the office and is responsible for their flow in an organized manner in and out of the office.

### Minimum Qualifications

High school diploma, GED and seven (7) years or more full-time work experience at an executive level in areas related to the above; **OR** Bachelor's Degree or higher and five (5) years or more full-time work experience at an executive level in areas related to the above; **OR** an equivalent combination of education, training and experience.

### Knowledge, Skills and Abilities

Ability to take responsibility and use good judgment in recognizing scope of authority and in reflecting program goals and intent of the General Superintendent.

Ability to act as liaison between the General Superintendent and subordinates transmitting messages, orders and requests.

Ability to coordinate several tasks at one time and perform well under pressure.

Ability to compose correspondence independently based on policy and guidelines.

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 2512

Salary Grade: 22

## STANDARD JOB DESCRIPTION EXECUTIVE ASSISTANT TO THE GENERAL SUPERINTENDENT

Ability to learn, interpret and apply administrative and departmental policies, laws and rules with particular reference to the activities of the Forest Preserve District.

Ability to understand and follow oral and written directions.

Thorough knowledge of correct English usage, grammar, spelling, vocabulary and punctuation.

Knowledge and ability in the operations of the Forest Preserve District of Cook County.

Skill and ability to communicate with professionalism as it relates to assignments and tasks of the Executive Assistant to the General Superintendent.

Ability to maintain and cultivate positive, effective working relationships with other employees and departments throughout the District.

Excellent calendar management skills, including the coordination of complex executive level meetings.

Knowledge of computers and the skills necessary to operate and troubleshoot problems with word processor and spreadsheet applications.

Knowledge of MS Office, including Word, Excel, PowerPoint and Outlook and the skills necessary to operate and troubleshoot problems with software applications.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK



**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305

Job Code: 2596  
Salary Grade: FP-6  
Department: Law Enforcement

## STANDARD JOB DESCRIPTION

### FIRST DEPUTY CHIEF OF POLICE

#### **Job Summary**

Under the general direction of the Forest Preserve District's Chief of Police, performs a variety of duties of an administrative nature in overseeing the Specialized Units, Criminal Investigations, and Administrative divisions. Considered to be second in command and responsible for the Chief's job duties in his/her absence, this position upholds and enforces all State, County, and Forest Preserve District (FPD) laws and ordinances in order to serve and protect citizens visiting the Forest Preserve District and to protect its property and natural resources. Assists in direction and coordination of operations and administers the daily operations of the support staff as needed. Contributes to the planning of the budget and fiscal management of funds.

#### **Typical Duties**

Acts as Chief of Police in the Chief's absence to maintain the continuity of the operation of the FPD's Police Department.

Maintains an ongoing awareness of the current administrative functions and operations of the Police Department to assure proper conduct and procedures are followed when providing security services, notifications, and reports to other FPD departments.

Directs and manages specialized units by verifying that they are properly equipped and trained to perform their job responsibilities.

Responsible for conducting investigations on employees involved in complaints and/or who violate FPD and department policies and procedures. Provides follow-up inspections and investigations to view progress or improvements and to verify progressive discipline is adhered to.

Prepares financial and statistical reports to the Chief of Police and General Superintendent of FPD to be presented to the County Board for approval.

Reviews, researches, and records all equipment (i.e., cars, office, and safety equipment) needing to be replaced or repaired for further use.

Assists with the department's hiring process and for monitoring and recording their job performance during the probationary period.

Acts as a departmental liaison meeting and communicating with other FPD municipality officials on general or

specific situations concerning procedures relating to the operational compatibility of all departments involved.

Reviews special events for proper staffing and security, and then makes recommendations to the Chief of Police and General Superintendent of FPD.

### **Minimum Qualifications**

Bachelor's degree or higher in Criminal Justice or related area.

Eight (8) years or more of Law Enforcement work experience in the criminal justice field or an equivalent combination of education, training and experience.

Must be certified by the State of Illinois as a Law Enforcement Officer.

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

Knowledge of theories, principles, and practices of modern police administration, organization, personnel, equipment, and procedures.

Knowledge of modern techniques in patrol, investigations, and support units.

Knowledge of the Forest Preserve District's scope of operations.

Skilled in the development and training of police personnel.

Skill and ability to communicate with professionalism to diverse groups, as well as various levels of rank and title.

Ability to plan and supervise work assignments.

Ability and skill to learn all rules, regulations, policies, patrol operations, procedures, reports and record system of the Forest Preserve District Police Department.

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2530  
Salary Grade: 24  
Department: General Office

## STANDARD JOB DESCRIPTION

### GENERAL SUPERINTENDENT

#### **Job Summary**

Under the direction of the Cook County Board President, is responsible for insuring that the overall mission of the Forest Preserve District is advanced through the plans, programs and activities of all its Departments. Directs and administers the organization and supervision of the FPD daily operations. Directs the development of planning, research and social studies for effective long-range program planning. Directs the work of supervisory personnel and technical staff in the planning, organizing and administering of mission orientated activities and programs. Directs and administers a continuing review of departments, agencies, operations and needs. Maintains regular communication with each Department Head, Assistant Department Head and Senior Staff. Administers the annual budget appropriations. Reports directly to the Cook County Board President.

#### **Typical Duties**

Prepares and presents agenda for monthly Board and Board Committee meetings as called for by the President to provide direction, approve contracts and policies for the FPD.

Reviews and administers ecological, restoration plans, landscape architectural projects, capital improvement, construction, special event and recreational programs.

Develops and directs land acquisition activities of the District to provide open space for future generations and increase the bio-diversity of existing preserves.

Directs and administers the procurement of grants to assist in the operation, ecological enhancement, land acquisition and capital improvement programs for the FPD to best utilize the resources of the District both financial and personnel.

Develops and enhances partnerships with conservation organizations, recreational groups, public agencies, professional organizations and civic groups to assist the District the accomplishment of its goals.

Exercises all powers and authorities granted to the FPD by the County Board of Commissioners. Oversees and administers the annual budget appropriations for each fiscal year.

#### **Minimum Qualifications**

Bachelor's degree or higher in Public Administration, Business Administration, Park Management or related area.

Ten (10) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

## **Knowledge, Skills and Abilities**

Thorough knowledge and understanding of conservation, ecology, and natural communities.

Knowledge of recreational activities and facilities.

Understanding of the FPD statute, mission, laws, ordinances and policies.

Ability to effectively communicate and interact with staff, professionals, general public and media.

Ability to effectively relate in writing and verbally the District's mission, policies and goals.

Ability to solve various supervisory employee related problems and in making independent decisions on difficult matters.

Knowledge of government procedures, issues and public resources.

Willingness to work extended and flexible hours.

Knowledge and ability to participate in long-range planning studies regarding recreational facilities (trails); bio-diversity and environmental issues.

**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.**



# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 0283

Salary Grade: 20

## STANDARD JOB DESCRIPTION MANAGER OF VOLUNTEER RESOURCES

### Job Summary

Under the supervision of the Director of Permits, Concessions & Volunteer Resources, provides professional leadership in all aspects of the volunteer sector of the Forest Preserve District of Cook County ("the District"). Directly supervises volunteer coordinators – program level, Naturalists, Naturalist aides, administrative clerks, laborers and event supervisors. Consults with all department managers and supervisors to provide direction, recruitment, training and other coordination of all volunteers – both individual and group - throughout the District. Coordinates the intern programs – both paid and unpaid – for the entire district. Manages the use of the district volunteer database program. Strengthens connection with community groups, education institutions, district partners, funding sources via partnerships on volunteer programming.

### Typical Duties

Assesses and analyzes the District's needs for volunteers by surveying, interviewing and communicating regularly with other managers to identify the District's needs. Assesses and analyzes the needs of potential volunteers – both individual and group – to identify available skills and resources.

Develops and manages a wide range of volunteer programming and opportunities that match district needs to available resources.

Develops and manages policies, procedures and standards for volunteer staff.

Develops and manages corrective action procedures for performance related issues.

Assists Department Heads on developing good volunteer management practices and acts as a third party advisor to either the Department or the volunteer.

Oversees the onboarding and feedback process as defined for each volunteer program.

Develops and manages program goals and objectives and monitor effectiveness of each individual program.

# Forest Preserve District of Cook County

Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 0283

Salary Grade: 20

## STANDARD JOB DESCRIPTION MANAGER OF VOLUNTEER RESOURCES

Develops and manages Performance Management Initiatives to measure the value of each program.

Develops and maintains professional relationships and participates in area volunteer networking groups.

Manages budget for volunteer services.

### Minimum Qualifications

Bachelor's degree or higher from accredited college or university in related area.

Five (5) years or more full-time work experience in related area or a combination of education, training, and experience.

### Knowledge, Skills and Abilities

Ability to effectively manage and supervise paid and unpaid staff.

Skill and ability organizing and executing with dedication the mission of the District.

Ability to communicate effectively to professionals and diverse groups.

Knowledgeable of the District's ecology, conservation and restoration projects.

Ability to manage multiple projects simultaneously.

Willingness to work extended and flexible hours.

Ability to work outdoors in inclement weather.

Ability and willingness to operate a car and travel to various sites throughout Cook County.

# Forest Preserve District of Cook County

Forest Preserve District

Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561



Job Code: 0283

Salary Grade: 20

## STANDARD JOB DESCRIPTION MANAGER OF VOLUNTEER RESOURCES

**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.**

# FOREST PRESERVE DISTRICT OF COUNTY OF COOK

**Forest Preserve District**  
Office of Personnel  
536 N. Harlem  
River Forest, Illinois 60305



Job Code: 2504  
Salary Grade: 23  
Department: Finance & Administration

## STANDARD JOB DESCRIPTION

### PURCHASING AGENT

#### **Job Summary**

Under the direction of the Chief Financial Officer, directs and administers the Forest Preserve purchasing department to allocate goods and services for the District in accordance with the statutes of the State of Illinois and the Ordinances of the Forest Preserve District. Develops proposals relative to planning, designing and implementing recommended changes in purchasing activities. Oversees compliance guidelines and policies in conjunction with the Cook County Compliance Office to work towards fair and equal Minority- and Women-Owned Business Enterprise participation on contracts and services with the Forest Preserve District. Continuously strives to ensure the highest level of transparency in the District's procurement process. Works with the General Superintendent and Chief Financial Officer to implement these programs.

#### **Typical Duties**

Monitors on a regular basis purchasing requirements for all using departments. Plans the methods, sources and procedures best suited to meet quality, quantity and delivery specifications.

Resolves all disputes between contractors and using departments to assure that the rights of both are protected as directed by the State statute and County ordinance.

Oversees the examination of bids. Directs, manages and coordinates all proposal review functions to determine the award of contracts and directs the procedures for completing the selection process.

Sets up procedures for receiving, inspecting, distributing and storing of merchandise purchased and delivered to using departments.

Establishes and maintains relations with vendors, using departments and staff; verbally confirms emergency purchase orders for goods and services; answers staff questions regarding contract documents.

Develops proposals relative to planning, designing and implementing recommended changes in purchasing activities.

Interviews and consults with reliable, suitable vendors regarding better ways to serve District requirements; maintains a computerized vendor database.

#### **Minimum Qualifications**

Bachelor's degree or higher in Finance, Business or Public Administration or related area.

Five (5) years or more full-time work experience in areas related to the above, or, an equivalent combination of education, training and experience.

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

Ability to review and analyze changes in purchasing procedures as they are reflected in state statute, ordinances and resolutions and nationwide public sector procurement trends and best practices.

Ability to obtain and interpret market prices and trends, to apply such interpretations to procurement problems and to convey such to vendors.

Thorough knowledge of the State Statutes and District ordinances governing the purchasing procedures of the Forest Preserve District.

Knowledge of how to access, maintain and cross reference a computerized vendor and accounting data base.

Ability to work with and coordinate the purchasing needs of all departments within the Forest Preserve District.

Ability to work with departments in the formulation of bid specifications.

Ability to maintain an impartial and objective analysis of the bidding process.

Skill and ability to communicate with professionalism to diverse groups.

**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.**

# Forest Preserve District of Cook County



Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 6018

Salary Grade: 22

## STANDARD JOB DESCRIPTION

### Assistant to the Deputy General Superintendent for Special Projects

#### Job Summary

Under direct supervision of Deputy Superintendent, serves in a confidential advisory role. Assists the Deputy Superintendent in the development and implementation of policies, programs and executive functions pursuant to the District's statutory mission. Serves as a member of the Policies and Procedures Committee. Serves as liaison for the General Superintendent to the Secretary of the Board of Cook County. Responsible for the overall direction, coordination, implementation, execution, control and completion of assigned projects including but not limited to recommending improved processes, policies and procedures for the District. Assigned projects include highly sensitive and confidential tasks, including but not limited to coordinating various activities related to the selection and placement of exempt level employees in conjunction with the office of the President and General Superintendent and coordination of the production of agenda for the Board of Commissioners of the District.

#### Typical Duties

- Assists the Deputy General Superintendent in the development of policies, procedures and other executive functions to ensure that District policies are implemented and enforced.
- Assists the Deputy General Superintendent in coordinating meetings of the Conservation & Policy Council and special committees, including preparing and posting agendas and meeting minutes and scheduling site visits.
- Assists the Deputy General Superintendent in day-to-day operations of the District as assigned including, but not limited to, problem-solving and performing research on special projects as needed.
- Assists the Deputy General Superintendent in performing complex analyses of programmatic and administrative needs. Responsible for ensuring confidentiality of communications whether written or verbal.

Position: 2528  
Rev. Date: 04/2017

# Forest Preserve District of Cook County



Forest Preserve District  
Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 6018  
Salary Grade: 22

## STANDARD JOB DESCRIPTION

### Assistant to the Deputy General Superintendent for Special Projects

- May represent the Deputy General Superintendent in his/her absence at meetings and public events.
- Serves as liaison between the Secretary of the Board of Cook County and the District for the District Board meetings, including coordination of the agenda for the Board of Commissioners.
- Takes the lead on planning and implementing assigned projects; facilitates the definition of scope, goals, timelines and deliverables for assigned projects; and defines project tasks and resource requirements.
- Tracks project deliverables using appropriate tools; evaluates assigned projects and assesses results; and monitors and reports on progress of assigned projects to all stakeholders.
- Manages budgets for assigned projects.
- Provides direction and support to project team.

### Minimum Qualifications

High school diploma, GED and seven (7) years or more full-time work experience at an executive level in areas related to the above; **OR** Bachelor's Degree or higher and five years (5) or more full-time work experience at an executive level in areas related to the above; **OR** an equivalent combination of education, training and experience.

### Knowledge, Skills, Abilities and Other Characteristics

- Excellent communication and presentation skills.
- Ability to create project plans and manage multiple projects simultaneously.
- Excellent organization, decision making, and time management skills.
- Critical thinking and problem solving skills.

Position: 2528  
Rev. Date: 04/2017

# Forest Preserve District of Cook County



Forest Preserve District

Office of Human Resources  
536 N. Harlem  
River Forest, Illinois 60305  
708-771-1561

Job Code: 6018

Salary Grade: 22

## STANDARD JOB DESCRIPTION

### Assistant to the Deputy General Superintendent for Special Projects

- Ability to adapt to changing goals and initiatives.

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.

#### General District Employment Requirements

- PROOF OF EDUCATION, CERTIFICATIONS AND LICENSES WILL BE REQUIRED AT TIME OF INTERVIEW.
- MUST BE A RESIDENT OF COOK COUNTY OR ESTABLISH RESIDENCY IN COOK COUNTY WITHIN SIX (6) MONTHS OF EMPLOYMENT AND REMAIN A RESIDENT AT ALL TIMES DURING EMPLOYMENT WITH THE DISTRICT.

The Forest Preserve District of Cook County is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity.