

DEPUTY DIRECTOR (COOK COUNTY LAND BANK AUTHORITY)


Requisition ID: 00124704

Job Posting: Oct 7, 2020, 10:14:45 AM

Closing Date: Oct 21, 2020, 11:59:00 PM Full-time Shift Start Time: 8:30 A.M. Shift End Time: 4:30 P.M.

Posting Salary: \$120,000-\$140,000-Range

Organization: Offices Under the President

 <p>Cook County Offices Under The President</p>	<p>Administrative Hearings Auditor Bureau of Administration Bureau of Economic Development Bureau of Finance Bureau of Human Resources Bureau of Technology Facilities Office of the President</p>
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Job Summary

The Deputy Director is an executive management position with direct participation and preparation of policy, strategic planning and operations for the Cook County Land Bank Authority (CCLBA). The Deputy Director assists in the overall management and direction of projects and initiatives as well as assists in strategic policy and program development for the CCLBA. Attends all meetings of the CCLBA Board of Directors and its committees. Communicates CCLBA goals and mission to CCLBA Board of Directors, County Board, the general public and outside agencies. Serves in a confidential advisory role and reports to the Executive Director of the Cook County Land Bank Authority.

This position is Actively Recruited and At Will

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree. **(Must provide original college/university transcript at time of interview)*** Master's Degree may be **preferred**.
- Five (5) years' full-time senior management experience. Ten (10) years may be **preferred**.
- Five (5) years' full-time work experience structuring or negotiating real estate transactions and property redevelopment. Experience in Cook County may be **preferred**.
- Two (2) years' full-time work experience with Real Estate Owned (REO) and distressed properties. **is required**.
- Valid Driver's License and proof of automobile insurance. **is required**.
- Resident of Cook County **is required**.

***Degrees awarded outside of the United States with the exception of those awarded in one of the United States' territories and Canada must be credentialed by an approved U.S. credential evaluation service belonging to the National Association of Credential Evaluation Services (NACES) or the Association of International Credential Evaluators (AICE). Original credentialing documents must be presented at time of interview.**

KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS

Knowledge of or familiarity with land banks and land banking; experience in working in distressed communities

Understanding of housing dynamics in the Chicago metropolitan area and Cook County specifically.

Strong relationships with non-profit and for-profit community developers

Proven track record of effective senior leadership in public/private partnerships

Ability to develop business plans and strategies.

Extensive project management experience

Outstanding written and verbal communication skills.

Strong analytic skills, including financial analysis.

Demonstrated experience in real estate transactions. Proven ability to navigate the acquisition and disposition of real property and the logistical and financial issues arising there from.

Ability to be self-motivated, work at a fast pace and be solutions-and team-oriented.

Ability to assist in recruiting, retaining and developing high-performing staff.

This position requires moderate to extensive travel to work assignments throughout Cook County, for which the employee must provide his or her own adequate means of transportation.

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.

VETERAN'S PREFERENCE

When applying for employment with Cook County Government, preference is given in the application process to honorably discharged Veterans who have served in the Armed Forces of the United States for more than 180 consecutive days, or during War Time. To take advantage of this preference a Veteran must:

- MEET THE MINIMUM QUALIFICATIONS FOR THE POSITION.
- IDENTIFY THEMSELVES AS A VETERAN ON THEIR EMPLOYMENT APPLICATION BY ANSWERING YES TO THE QUESTION “Are you a military veteran?”
- ATTACH A COPY OF THEIR DD 214, DD 215 or NGB 22 (NOTICE OF SEPARATION) AT TIME OF APPLICATION FILING. IF YOU HAVE MULTIPLE DD 214S, 215S, OR NGB 22S, PLEASE SUBMIT THE ONE WITH THE LATEST DATE. COAST GUARD MUST SUBMIT A CERTIFIED COPY OF THE MILITARY SEPARATION FROM EITHER THE DEPARTMENT OF TRANSPORTATION (BEFORE 911) OR THE DEPARTMENT OF HOMELAND SECURITY (AFTER 911).

The Cook County Department of Veterans Affairs can assist you with obtaining a certified DD214 and having it recorded for you at no charge. Please contact veterans.affairs@cookcountyil.gov

VETERAN MUST PROVIDE ORIGINAL APPLICABLE DISCHARGE PAPERS AT TIME OF INTERVIEW.

Benefits Package

- Medical, Dental, and Vision Coverage
- Basic Term Life Insurance
- Pension Plan and Deferred Compensation Program
- Employee Assistance Program
- Paid Holidays, Vacation, and Sick Time
- You May Qualify for the Public Service Loan Forgiveness Program (PSLF)

For further information on our excellent benefits package, please click on the following link:

<http://www.cookcountyrisk.com/>

***Must be legally authorized to work in the United States without sponsorship.**

***This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.**

Falsification of any information in the application process will result in disqualification, dismissal after hire, and/or placement on the County’s Ineligible for Rehire List for a period of two (2) or five (5) years. For current County employees, such falsification may result in discipline, up to and including termination, and placement on the County’s Ineligible for Rehire List for a period of two (2) or five (5) years. See Cook County Code of Ordinances, Article II, Sections 44-54 *Unlawful Practices Relating to Employees and Employment - Penalty*, 44-56 *Political Discrimination*; Cook County Employment Plan, Section V.N. *Pre-Interview License and Certification Verification*; Supplemental Policy No. 2014-2.13 *Ineligible for Rehire List*; and Cook County Personnel Rules 3.3(b) (7) (8) (18).

COOK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER