OFFICE OF THE CHIEF JUDGE
CIRCUIT COURT OF COOK COUNTY, ILLINOIS
OFFICE OF THE CHIEF JUDGE
JOB DESCRIPTION

POSITION TITLE: Project Director

BUSINESS UNIT: Office of the Chief Judge – Information Services Department

SALARY RANGE: Grade 420 Step 39 – $80,355.00

POSITION CLASSIFICATION: Exempt

POSITION REPORTS TO: Director of Information Services

DATE UPDATED: November 27, 2017

POSITION CLOSES: December 22, 2017

JOB SUMMARY:

This is a full-time, limited duration position fully devoted to support the implementation of the entire MacArthur Safety and Justice Challenge (SJC) grant funded project expected to last 24 months. The Office of the Chief Judge is the lead agency and is seeking a Project Director will direct the overall implementation of Safety and Justice Challenge in Cook County and provide project leadership, and operational and policy support to the SJC implementation team

OVERVIEW:

The Cook County MacArthur Foundation Safety and Justice Challenge Stakeholders (the offices of the Chief Judge, the Board President, the Sheriff, the Clerk of the Circuit Court, the State’s Attorney, and the Public Defender) (“SJC Stakeholders”) are committed to collaborative criminal justice reform efforts to reduce the County’s jail population, address the racial and ethnic disparities in arrest and incarceration, and engage the residents of Cook County in a collaborative community dialogue on criminal justice reform. Over the past two years, the SJC Stakeholders have worked to develop a joint strategy to bring together the differing criminal justice agencies in the County along with the Chicago Police Department and the Cook County Health & Hospitals System to develop program and strategies to address these issues to implement the MacArthur Safety & Justice Challenge grant.

JOB DUTIES:

- Overseeing the implementation of jail reduction strategies;
- Coordinating with other agencies;
- Facilitating steering and policy committee meetings;
- Developing of materials; and
- Being the responsible authority for ensuring necessary reports/documentation are submitted to MacArthur Foundation.
KEY AREAS OF RESPONSIBILITY INCLUDE:

- Provide leadership, planning and coordination of Cook County’s implementation of the MacArthur Foundation’s Safety and Justice Challenge;
- Build consensus, and engage in joint problem-solving that results in decisions and resolutions;
- Work with governmental and community partners to clearly identify system needs and leverage resources to meet these needs;
- Facilitate multi-disciplinary meetings focused on problem solving, planning, launch, and implementation of SJC initiatives. These meetings may include elected officials, public safety and behavioral health executives, operational staff, and community members;
- Work with area law enforcement, probation officers, case managers, other government agencies, and community groups;
- Supervise SJC related staff including a project coordinator;
- Work closely and coordinate with other SJC staff, including the community engagement coordinator staff and research director to support the project goals;
- Compile necessary data and reports;
- Prepare SJC related proposals and monitor grant related records and budget.

The duties listed are not set forth for the purpose of limiting the assignment of work. They are not to be construed as a complete list of the duties to be performed under the job title.

MINIMUM QUALIFICATIONS:

- Equivalent to a Master’s degree in a related field.
- Five years of increasingly responsible experience related to criminal justice system(s), criminal justice reform, political or community organizing, and/or project management.
- Thorough understanding of the criminal justice system.
- Excellent writing skills with the ability to analyze and articulate, verbally and through written documents.
- Excellent organizational skills; ability to handle multiple tasks and coordinate complex projects.
- Excellent interpersonal skills: The ability to engage with differing opinions and build consensus.
- Ability to prepare and design complete, clear and accurate reports for management and stakeholders.
- Ability to think creatively, use critical thinking, analytical skills, and a solution-focused approach to address challenging or difficult situations.
- Ability to meet deadlines on detailed and task-oriented projects.
- Key Personal Attributes:
  - Building Relationships: Creates and cultivates relationships to garner support, raise awareness and gains cooperation.
  - Organizational Savvy: Ability to work in a matrix management environment, ability to manage up, as well as delegate.
  - Problem Solving: Uses critical thinking, analytical skills, and a solution-focused approach to address challenging or difficult situations.
  - Self-Management: Demonstrates dependability, flexibility, responsibility, and accountability in all aspects of one's work.
  - Stewardship: Committed and adheres to policies that recognize the responsible use of County resources.
PREFERRED QUALIFICATIONS - we may consider some or all of the following when identifying the most qualified candidates:

- Knowledge of the Cook County and City of Chicago governance structure.
- Experience working in collaborative environment across multiple organizations, agencies, or corporations.
- Knowledge of grant management, monitoring and evaluation.
- Ability to understand, and present data clearly and usefully.
- Ability to establish and maintain effective working relationships across cultural differences with employees, businesses, community organizations, and the general public.

QUALIFIED APPLICANTS SHOULD SUBMIT:

- Letter of interest addressed to Honorable Timothy C. Evans, Chief Judge, Circuit Court of Cook County, Illinois, addressing work experience and the qualifications for this position;
- Application for Employment for the Circuit Court of Cook County;
- Applicant’s current resume;
- Letters of recommendation from three professional references.

Application materials should be submitted on or before December 22, 2017 via email to ocj.hr@cookcountyil.gov.

Late or incomplete application submissions will not be considered. Applicants who meet the minimum qualifications are not guaranteed to advance through all of the steps in the selection process.

EQUAL OPPORTUNITY EMPLOYER