

## **Secretary of The Board**

Job Code: 0387

Budgetary Title: Secretary of the Board, Board of Review

Salary Grade: 24                      Salary: \$130,000-\$140,000

FLSA Status: Exempt

### **JOB SUMMARY**

The Secretary of the Board is a position that is annually appointed by the Cook County Board of Review Commissioners each December as prescribed by the Illinois Property Tax Code. See 35 ILCS 200/5-15. The Secretary of the Board is responsible for the management of payroll, purchasing, and accounts payable. This position is also responsible for the CCBOR's budget which includes recommendations, negotiations and projections for future fiscal years and monitoring the status of current fiscal years. The Secretary of the Board is also responsible for the management of Human Resources including employee interviews, orientation and onboarding, terminations and exit interviews. In addition, this position is responsible for facilities management, including safety issues. The Secretary of the Board is also responsible for the management and statutorily required retention of all CCBOR records and the issuance of statutorily required legal notices. This position reports directly to the Cook County Board of Review Chief Deputy Commissioner and Commissioners.

### **Essential Job Duties**

- This position entails dealing with confidential and sensitive subjects. Discretion and judgment are essential. Confidential subjects include, but are not limited to:
  - Proposing human resource policies: implementation and management of the same
  - Proposing facilities management and safety options: implementation and management of the same
  - Proposing and negotiating budgets
  - Managing human resource matters, including, but not limited to personnel discipline, personnel health issues, reasonable accommodations,
- The position also includes the following duties:
  - Management of payroll, purchasing, and accounts payable,
  - Management of compliance with statutory obligations and county ordinances that concern hiring, facilities management, and other Human Resource issues
  - Management of all other Human Resources issues including employee orientation, terminations, and exit interviews
  - Management of the budget throughout the fiscal year
  - Management of safety matters

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- Management of all official records:
  - Management of the issuance of all notices, including the opening of the Board's yearly session, the opening of all townships for that session, and the closing of the Board for that session
  - Management of board publications, including, but not limited to all, publication of Board business in newspapers, etc.
  - Management of statutorily required records retention.
  - Management of legally required "Open Meeting Act" matters including maintaining official record of all items heard before the Cook County Board of Review meetings. Said records could include audio and video recordings of said meetings.

### **Minimum Qualifications**

- Bachelor's Degree or Associate Degree from an accredited college or university.

### **Preferred Qualifications**

- Five (5) years of experience working in human resources administration, personnel management, and/or employee relations; Two (2) years of full-time work experience with budget and intergovernmental affairs; some knowledge or experience with the application of and compliance with the Illinois Open Meetings Act ("OMA"). Note: OMA certification will be required upon acceptance of the position, OR
- Master's Degree in Business Administration or a Juris Doctorate degree.

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

- Thorough knowledge of CCBOR procedures, policies, practices, and guidelines, or the ability to gain such knowledge.
- Thorough knowledge of laws, regulations, policies, and procedures relating to the CCBOR and human resources, personnel and labor relations, physical plant operations and safety and budget matters, or the ability to gain such knowledge.
- Ability to communicate effectively, both orally and in writing, including public speaking skills.
- Ability to determine what information is appropriate to provide the public in situations where direct oversight or CCBOR guidance may not be available or provide appropriate referral to other CCBOR departments.
- Strong organizational skills.

- Ability to work with others; excellent interpersonal skills in dealing with the public and coworkers.
- Ability to interact with the public and taxpayers, providing guidance and information regarding CCBOR appeals processes.
- Ability to meet CCBOR and departmental deadlines, production goals and effectively utilize time with limited oversight.
- Must be computer literate, with skill and efficiency in accurately entering, reviewing, and retrieving data and the ability to utilize CCBOR human resources, personnel and budget systems and platforms.

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 many duties normally to be performed under a job title or those to be performed temporarily outside of an employee's normal line of work.

This position may allow you to telecommute from your home in Cook County and or work physically on-premises in Chicago, IL