

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8083
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

JOB TITLE
Secretary to the Board

Department
Administration

Job Summary

Performs duties for the System Board as they relate to the operations of all meetings of the System Board and its Committees. Establishes and coordinates processes to ensure that actions of the System Board are documented and made available to the public in compliance with state laws for public bodies. Establishes processes to maximize efficiencies through the use of information technology to facilitate the actions of the System Board, and to coordinate System staff communications with regard to items requiring System Board approval. Serves as a liaison to the Cook County Clerk's Office (Clerk of the Board), the Office of the Secretary to the Board of Commissioners of Cook County, and other Cook County bureaus and departments, to coordinate the submission of those System Board-approved items which also require the consideration and approval by the Cook County Board. Serves as a liaison with the Office of the President and offices of the Cook County Commissioners to facilitate requests and maintain communications, as needed. Provides guidance to System staff in the preparation of items requiring System Board action. Maintains a System Board website, an electronic tool which allows the public to obtain notices, agendas, and reports of the System Board and its Committees through the World Wide Web. Maintains an electronic database of recipients from the general public for agenda and notice distribution.

This position is exempt from Career Service under the CCHHS Personnel Rules.

Typical Duties

- Maintains accurate and sufficient records of the System Board and its Committees, as required by law. Attends meetings of the System Board and its Committees, and oversees the planning, drafting and distribution of notices and agendas of such meetings
- Coordinates the preparation of items requiring System Board action with the Chief Executive Officer, senior leadership, and the Board Chair and Chairs of the various Committees
- Prepares notes and memoranda, and oversees the recording of minutes and other records required to be preserved and maintained by the System Board for future reference
- Directs and supervises support staff in administrative functions, and in the operation of meetings of the System Board and its Committees

Typical Duties (continued)

- Receives special project assignments from the Chief Executive Officer
- Maintains the Seal of the Board, and authenticates all acts of the System Board
- Prepares annual schedule of meetings of the System Board and its Committees
- Responds to inquiries from the general public with regard to meetings of the System Board and its Committees
- Assists in providing information to the Directors of the System Board on Cook County matters, including those relating to current or pending legislation that impacts the System

Reporting Relationships

Reports directly to the Chair of the System Board and coordinates with the Chief Executive Officer and senior leadership to guide and support the needs of the System Board.

Required Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration or related field
- Five (5) years of practical work experience in areas related to the above; OR an equivalent combination of education, training and experience

Preferred Qualifications

- Work experience in a government setting dealing with elected officials and political processes in State and/or County government

Knowledge, Skills, Abilities and Other Characteristics

- Skill in establishing and coordinating processes to ensure that actions of the System Board are documented and made available to the public in compliance with state laws for public bodies
- Ability to maintain accurate and sufficient records of the System Board and its Committees, as required by law
- Thorough knowledge and the ability to maintain a System Board website, an electronic tool which allows the public to obtain notices, agendas, and reports of the System Board and its Committees through the World Wide Web
- Ability to maintain an electronic database of recipients from the general public for agenda and notice distribution

Physical and Environmental Demands

This position functions within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

Working Conditions and Physical Demands

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

Dr. John Jay Shannon
Chief Executive Officer

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date