



**Job Code:** 8191

**Grade:** 24

**HCWR:** N

**Job Title**

Executive Director of Special Operations

**Department**

Administration

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

**Job Summary**

The Executive Director of Special Operations administers, directs, and coordinates building and program development connecting operations across the Cook County Health (CCH) system. Provides leadership to construction projects and executive oversight of system wide special assignments to align operations with strategic goals and initiatives. In addition, the Executive Director performs various administrative duties assisting the Chief Administrative Officers in the management of projects. This role also collaborates and engages with Cook County and community partners.

**General Administrative Responsibilities**

*Collective Bargaining*

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

*Discipline*

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

*Supervision*

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



**General Administrative Responsibilities**

*Management*

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Work with Labor Relations to discern past practice when necessary

**Typical Duties**

- Leads the planning and formulation of building design and program development including design solutions and alternatives for construction projects
- Collaborates with Leadership to establish standards for materials and finishes used within the care setting and to expand and/or renovate existing sites
- Participates with Leadership in development of operational and capital budgets through strategic planning and forecasting project completion
- Develops an effective leadership team; participates in succession planning and supports the educational and professional development opportunities
- Provides leadership to the staff, establishing a sense of teamwork toward the realization of the system's goals
- Develops and fosters effective collaboration to ensure an integrated approach to providing services
- Reviews and evaluates existing programs, services, policies, and procedures and identifies and addresses areas for quality improvement
- Develops both long- and short-term objectives consistent with CCH goals
- In partnership with the executive and senior leadership, provides leadership to help reduce cost/increase revenue, enhance outcomes, improve efficiencies, and achieve high patient satisfaction
- Participates in the creation and management of capital and operating budgets
- Adheres to project budgets, timelines and fiscal controls, contract and quality control provisions and standards.
- Fosters relationships and collaboration amongst all key internal and external partners and vendors
- Creates a culture of service and excellence to provide the highest quality of healthcare to the patients of CCH
- Commits and contributes to a culture of diversity and inclusion
- Performs other duties as assigned

**Reporting Relationship**

Reports to the Chief Administrative Officer, Operations & Development



**Minimum Qualifications**

- Bachelor's Degree or higher from an accredited college or university
- Five (5) years of experience in healthcare construction operations, business development, or project management
- Three (3) years of management and/or supervisory experience
- Prior experience with budget management and oversight

**Preferred Qualifications**

- Master's Degree from an accredited college or university
- Prior experience with a unionized workforce
- Previous public healthcare system experience
- Construction Management Certification

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

- Excellent verbal and written communication skills necessary to communicate with all levels of staff and a patient population composed of diverse cultures and age groups
- Excellent program development, management, and leadership skills
- Analytical/problem solving skills
- Extensive and strong project management skills
- Strong interpersonal skills for building relationships with internal and external clients at all levels of the organization
- Strong attention to detail, accuracy, and precision
- Demonstrate respect and sensitivity for cultural diversity, gender differences, and sexual orientation of patients and coworkers
- Flexibility and adaptability in performing work duties, managing multiple and competing priorities and coordinating diversified efforts
- Ability to exercise discretion and make wise decisions during crises or emergency situations
- Ability to lead organization wide culture change, organizational restructuring and operational process improvement efforts

**Physical and Environmental Demands**

This position is functioning 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.



**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.**