



JOB ANNOUNCEMENT

PROJECTS ADMINISTRATOR-Compliance CDA 2024

NUMBER OF VACANCIES: 1

OVERVIEW

The Compliance Division of the Chicago Department of Aviation (CDA) oversees vendor compliance with Minority-Owned Business Enterprise (MBE), Women-Owned Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), local hiring, and federal equal employment opportunity goals and requirements. Under the supervision of the Assistant Commissioner of Compliance, the Projects Administrator of Compliance oversees MBE/WBE/DBE/workforce compliance by construction managers at-risk (CMARs) responsible for delivering large-scale projects under the O'Hare 21 terminal modernization program.

ESSENTIAL DUTIES: On a day-to-day basis, the Projects Administrator of Compliance will:

Develop and implement administrative procedures for monitoring and assessing CMAR compliance. Perform compliance reviews, assign compliance review tasks to other Compliance Division staff, and coordinate review process.

Provide direction and guidance to O'Hare 21 program management office (PMO) and CMARs on compliance policies and procedures. Collaborate with CDA staff in other divisions, consultants to CDA, City staff in other departments, and other stakeholders to resolve issues related to CMAR compliance.

Analyze compliance data and present findings to internal audiences. Remain informed on current policies and rules of Federal and City supplier and workforce diversity programs. Demonstrate solutions-oriented approach and ability to navigate uncertainty to achieve objectives.

Provide technical assistance to vendors and prospective vendors on MBE/WBE/DBE/workforce compliance and other administrative aspects of CDA contracts. Participate in small business and workforce outreach events. Research trends and best practices related to supplier and workforce diversity programs. Make recommendations to CDA leadership regarding supplier and workforce diversity programs. Perform other related duties as required.

CHICAGO DEPARTMENT OF AVIATION

Location: O'Hare International Airport

Days: Monday thru Friday

Hours: 9:00 AM – 5:00 PM (may vary based on projects)

NOTE: Must be flexible to early and/or late meetings.

The candidate(s) selected for hire must pass an airport background check and a Security Treat Assessment (STA).

THIS POSITION IS EXEMPT FROM CAREER SERVICE.

Qualifications

MINIMUM QUALIFICATIONS:

Graduation from an accredited college or university with a bachelor's degree in business or public administration or a field of study directly related to the responsibilities of the position, plus five years of project management work experience, or an equivalent combination of education, training, and experience.

A valid state of Illinois Driver's License required at the time of hire.

PREFERRED QUALIFICATIONS

Intermediate Excel skills

Strong writing skills

Two or more years of experience with public infrastructure projects, MBE/WBE program, DBE program, and local and diverse hiring programs; or demonstrated ability to quickly gain expertise in new areas of work.

Two or more years of experience designing and implementing new processes.

Two or more years of experience mediating between multiple stakeholders with conflicting interests.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diploma must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered.) If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume field.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable. You must also provide your valid U.S. driver's license at time of processing.

SELECTION REQUIREMENTS:

This position requires applicants to complete an interview part of which will be two skill assessment/writing exercises. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

NOTE: The candidate(s) selected for hire must pass an airport background check and a Security Treat Assessment (STA).

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applications will be accepted.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035. (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson, Mayor

Please note, all positions with the City of Chicago close promptly at 11:59 p.m. C.D.T. Applications for this position will be accepted until 11:59 p.m. C.D.T. on April 24th, 2024. No exceptions will be made.

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Projects Administrator – Compliance**

Projects Administrator - Compliance (O'Hare)

\$94,644.00

Job #394999

03/25/24 - 04/24/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)