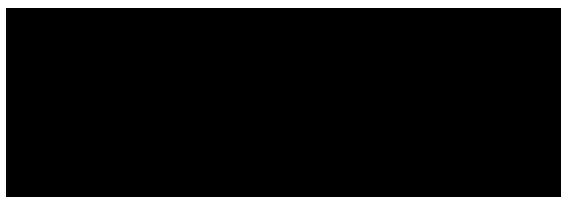


## Martha Martinez



### **Employment History**

#### **Deputy Chief Administrative Officer, Cook County Government**

December 2008 – Present

- Assist the Chief Administrative Officer in the general oversight of ten (10) departments with an annual budget of approximately \$56 million: Environmental Control, Medical Examiner, Adoption and Child Custody Advocacy, Highway Department, MFT Fund, Animal Control, Law Library, Shared Services, Print Shop and Salvage.
- Assist the Chief Administrative Officer in the development of policies, programs and other executive functions in order to ensure each department has the necessary resources to perform their duties and services.
- Coordinate, prepare and analyze the Bureau's department budgets.
- Supervise and coordinate activities of two administrative analysts and two administrative assistants.
- Review all Bureau department requests requiring Cook County Board of Commissioners' approval.
- Review all Bureau department requests to hire.
- Assist the Chief Administrative Officer in his committee responsibilities, such as the Cook County Homeland Security Urban Area Working Group Intergovernmental Committee, the Cook County Charity Committee, and the Injury Compensation Committee.

#### **Acting Chief Administrative Officer, Cook County Government**

December 2012 – August 2013

- Responsible for the general oversight of ten (10) agencies and departments including Environmental Control, Medical Examiner's Office, Adoption and Child Custody Advocacy, Transportation and Highways, Motor Fuel Tax Fund, Animal Control and the Law Library, Industrial Engineers, Shared Fleet and Salvage
- Responsible for the management and direction of the Cook County Bureau of Administration
- Supervised and directed all administrative action in conformance with the laws, decisions and authorizations of the President and the Cook County Board of Commissioners
- Consulted with the County President to recommend and discuss policies, procedures, goals and objectives, services relative to the departments within the Bureau of Administration
- Developed recommendations concerning inefficient procedures in order to rectify any existing or expected problems or concerns

- Oversaw the accuracy and timeliness of the budget preparation for all departments totaling \$56 million, as well as coordinate acquisition of materials and payment of services provided by the Bureau of Administration
- Responsible for the creation and implementation of a new Records Management Division
- Provided oversight to the launch of the new Shared Fleet program

**First Assistant to the Chief Administrative Officer, Cook County**

1998 – 2008

- Acted as a liaison between the Chief Administrative Officer and the Bureau of Administration department heads to monitor timeliness of work projects.
- Recommended solutions to problems and inefficient procedures so that departments can work effectively.
- Assisted in developing new operating procedures to improve efficiencies.
- Coordinated special projects, such as Employee Charity Drive and Food Drive.

**Assistant to the Chief of Staff, Cook County President’s Office**

August – November, 2006

- Assisted the Chief of Staff with the oversight of all County departments. Assisted the Chief of Staff in developing and expediting County policies.
- Coordinated and prepared cost-saving ideas from all departments.
- Reviewed and analyzed all requests appearing on the Board of Commissioners’ Board Meeting Agenda.
- Acted as a liaison between the Chief of Staff and all department heads.

**Cook County Conference Coordinator, 2006 National Association of Counties (NACo) Annual Conference and Exposition, Chicago, Illinois**

September, 2005 – February, 2006

- Appointed by President John H. Stroger, Jr. to coordinate and implement all aspects of hosting the 2006 NACo Conference held at McCormick Place, August 4-8, 2006. Activities included preparing and coordinating presentations and exhibition materials for the 2005 Annual Conference in Honolulu, HI, the annual Legislative Conference, Washington, D.C., and the Annual Western Regional Conference, Sacramento, CA.

**Administrative Analyst, Cook County**

1992- 1998

- Assisted the Chief Administrative Officer with the administrative oversight of Bureau departments, as well as budget preparation and analysis.
- Worked directly with department heads to effectively utilize appropriate funds and coordinate approaches to problem solving.

### **Disability Affairs Coordinator, Cook County**

1990 – 1992

- Coordinated, prepared and made recommendations to a county-wide survey of programs and services to ensure compliance with the Americans with Disabilities Act (ADA).
- Developed disability awareness materials and conducted ADA training programs.

### **Training Coordinator I, Cook County**

1986 – 1990

- Developed and conducted various training programs, such as Time Management, Safety, Telephone Courtesy, Stress Management, and Cholesterol Screening for County Employees.

### **Appointments**

- Represent President, Cook County Board of Commissioner, on the Rebuilding Together\*Metro Chicago Board of Directors.
- Represent President, Cook County Board of Commissioners, on the Community and Economic Development Association of Cook County, Inc. (CEDA) Board of Directors.
- Represent President, Cook County Board of Commissioners, as Chairperson Cook County Local Records Commission.

### **Education**

Northern Illinois University 1981 – 1985

DeKalb, Illinois

Bachelor of Science, Marketing

Roosevelt University

Chicago, Illinois

Public Administration – 6 credit hours

References available upon request