

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 1210
Job Title: Chief Procurement Officer
Salary Grade: 24
Bureau: Finance
Department: Office of the Chief Procurement Officer
Dept. Budget No. 030
Position I.D. 9500553
Shakman Exempt

Characteristics of the Position

General Overview

Chief Procurement Officer is appointed by the President with the advice and consent of the County Board. Develops, implements and directs the procurement policies and activities for all county bureaus, elected officials, departments, agencies as prescribed by the Cook County Procurement Code Ordinance and all other related statutes.

Key Responsibilities and Duties

Develops, determines and implements regular and periodic purchasing requirements, procedures and policies. Plans the methods, sources and procedures best suited to meet quality, quantity and delivery specifications.

Develops and determines various procurement methods.

Assigns buying responsibilities for specified groups of merchandise to buying staff according to availability of staff and special abilities of individual employees.

Develops and instructs in buying standards and techniques for each type of commodity. Explains specifications and performance standards required of buying staff.

Develops and installs auxiliary clerical services to assist with maintaining records and controls on all buying activities.

Assumes responsibility for purchasing and contractual commitments entered into by the Procurement Department and other county departments.

Prepares or supervises the preparation of lists of business concerns approved as reliable and suitable vendors.

Directs the distribution of proposals for bids to approved lists of business concerns. Supervises the examination of bids for the lowest bid. Advises buying staff on selection of bidder and directs the procedures for completing transactions.

Sets-up procedures for receiving, inspecting, distributing, inventorying and storing of merchandise purchased and delivered to county departments under purchasing jurisdiction. Develops or supervises the development of recording and reporting forms.

Distributes to various offices, departments, institutions or agencies of the county government all supplies, materials and equipment purchased through the authority of the Chief Procurement Officer.

Knowledge, Skills and Abilities

Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.

Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise upper management, on confidential and operational matters.

Demonstrates excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.

Possess good organizational skills, ability to prioritize tasks.

Knowledge of computer programs such as Microsoft Word, Excel, Access and current financial software.

Demonstrates skill and judgment in dealing with labor/management issues, such as grievances.

Extensive knowledge of purchasing methods and procedures including techniques of specification writing, purchase regulations and procedures set-up for the keeping of procurement records.

Wide knowledge of the functional and technical properties of all kinds of merchandise used by county departments.

Ability to obtain and interpret market prices and trends, to apply such interpretations to procurement problems and to convey such to buying staff.

Judgment and adaptability in making routine and emergency decisions, in originating new ideas, procedures and techniques.

Prior supervisory or managerial work experience.

Excellent writing and communication skills.

The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree PLUS three (3) years of experience in an executive capacity in a purchasing office of a private or public entity with procurements reasonably comparable in size and nature to those of the County **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's Degree or Juris Doctorate degree.

Five (5) years' experience with a public agency or similar organization.

Prior supervisory or managerial work experience.

The duties listed below are not set forth for purposes of limiting the assignment of work. They are not 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 an employee's normal line of work.