

COUNTY OF COOK



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

Job Code: 1202
Job Title: Deputy Chief Procurement Officer
Salary Grade: 24
Bureau: Finance
Department: Office of the Chief Procurement Officer
Dept. Budget No. 030
Position I.D. 9500555
Shakman Exempt

Characteristics of the Position

General Overview

Under the general supervision of the Chief Procurement Officer, and acting for and on behalf of the, the incumbent has the responsibility to aide in the development and implementation of strategic sourcing and policy initiatives as it relates to Cook County purchasing and participates in the development and preparation of procurement related documents. Supervision is exercised over general staff as assigned or in the absence of the Chief Procurement Officer. Assists in the development, implementation and direction of county-wide procurement policy.

Key Responsibilities and Duties

Determines procurement strategies and correct procurement methods.

Supervises all aspects of buying and acts on behalf of the Chief Procurement Officer during the latter's absence.

Ensures that purchases are made in conformity with current laws and regulations.

Conducts formal bid processes, which includes; evaluating requests for bids in conformance with applicable laws, procedures, and requirements; updating contracts; hosting bid openings for public reading; and/or, performing other related activities.

Assists County departments with purchasing activities, such as providing interpretation of policies and procedures and supplying sample documents.

Consults with County departments regarding goods/services to be purchased which best meet their needs and completes related detail in regard to same; May assist County departments with the preparation of County Board agenda items.

Reviews the County Board meeting agendas to ensure completeness, correctness, clarity and legality.

Develops, recommends and implements purchasing policies and procedures and monitors for compliance.

Assists in the development and establishment of office procedures and forms.

May assist in supervising a staff engaged in purchasing with responsibility for training, reviewing work, and participating in the evaluation of lower level purchasing staff.

Attends conventions and forums pertaining to purchasing; may participate in public speaking.

Works with County departments and agencies to develop an annual Procurement Forecast report.

Represents the Purchasing Department by attending Local 73 Union meetings.

May attend meetings and act in the absence of the Chief Procurement Officer.

Knowledge, Skills and Abilities

Ability to strategically coordinate and direct procurement of goods and services.

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.

Ability to function, lead and train staff in a changing, fast-paced environment.

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 a minimum of three (3) years' experience in public administration, business, purchasing or corporate transactions **OR**, an equivalent combination of professional work experience, training and education.

Preferred Qualifications

Master's or Juris Doctorate degree.

Five (5) years' experience negotiating or drafting procurements or contracts.

Certified Public Purchasing Officer.

Prior supervisory or managerial work experience.

The duties listed 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.