

## COUNTY OF COOK



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

Job Code: 1201  
Job Title: Assistant Procurement Officer  
Salary Grade: 22  
Bureau: Finance  
Department: Office of the Chief Procurement Officer  
Dept. Budget No. 030  
Position I.D. 9500556  
Shakman Exempt

### **Characteristics of the Position**

#### **General Overview**

Serves as an assistant deputy to the Chief Procurement Officer and assists in the development and implementation of policies and procedures related to Cook County's procurement practices. Assists in the development of policy specifically related to buying, distribution and storage of merchandise and assists in conducting purchasing activities for Cook County Departments by performing delegated duties related to buying, distribution and storage of merchandise. Assists in the development and implementation of procurement training and assists with the supervision and training of buying, and clerical personnel. Performs other supervisory and personnel duties as assigned. Has comprehensive knowledge of procurement procedures as well as office rules, policies and procedures and assists in development and enforcement.

#### **Key Responsibilities and Duties**

Assists in the development and implementation of procurement policies and procedures County-wide.

Reviews, in cooperation with the Chief Procurement Officer, all requisitions submitted by County departments, institutions and agencies. Passes on to buying staff all requisitions for approved supplies and equipment.

Consults with Buyers concerning substantial purchases depending on circumstances and assists with writing specifications to accompany requests for bids. Obtains and approves specifications from authorized personnel from various County departments where special conditions require variations of standard specifications.

Supervises the distribution of proposals for bids to approved lists of business concerns as directed by the Chief Procurement Officer. Supervises the collection, examination and storage of samples submitted in connection with bids. Assists with examination and approval of bids for lowest and best bidder and supervises the preparation of purchase orders.

Directs activities concerned with trading in or selling such items if non-transferable or if better financial arrangements are possible with trade-ins.

Responsible to the Chief Procurement Officer for assisting with supervision of employees at various levels performing clerical, storekeeping and buying operations for Cook County departments.

Coordinate the preparation of bid specifications and contracts involving large dollar outlays. Review all encumbrances and change orders submitted to the Department.

Keep informed of current legislation and County ordinances on County purchasing monitoring requirements and assists in drafting legislative changes as required.

Collaborate with administrative staff to develop and monitor annual budget.

Responsible for overseeing the preparation, review and approval of the Bid Opening report. Attends bi-monthly Bid Opening meetings.

Communicate with using agencies regarding all aspects of the Bids report and County Board agenda. Responsible for overseeing the preparation and review of the Contract and Bonds bi-weekly report.

Represent Office of the Chief Procurement Officer at Secretary to the Board Agenda Review meetings.

Review and concur on board Agenda items posted on the Automated Board Agenda, (ABA).

Represent Chief Procurement Officer on Vehicle Steering Committee and Sub-Committees and providing input on policy development.

Work with Specifications Engineers to ensure that all contracts are delivered to Contract Compliance for Post Bid Review.

### **Knowledge, Skills and Abilities**

Knowledge of purchasing methods and procedures, including techniques of specification writing, purchasing regulations, procedures and responsibilities of the Procurement Department.

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

Ability to effectively inform and advise upper management, on confidential and operational matters.

Possess good organizational skills, ability to prioritize tasks.

Possess excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments, staff, government officials, and the general public.

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

Ability to use computer for web-based applications.

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

Ability to identify possible errors or irregularities staff documents; ability to meticulously create and review documents per departmental procedures.

Excellent writing and communication skills.

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 business purchasing, or corporate transactions; **OR**, an equivalent combination of professional work experience, training and education.

### **Preferred Qualifications**

Master's or Juris Doctor Degree.

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

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.**