

COUNTY OF COOK



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

Job Code: 0300
Job Title: Contract Administrator
Salary Grade: 21
Bureau: Finance
Department: Office of the Chief Procurement Officer
Dept. Budget No. 030
Position I.D. 9700575
Shakman Exempt

Characteristics of the Position

General Overview

Works in close tandem with the Specification Engineers, performs professional and administrative duties in the development, coordination, maintenance and monitoring of contracts for Cook County. Aids in the development of contractual policies and contractual general conditions as well as in tandem with legal counsel and the State's Attorney's Office.

Key Responsibilities and Duties

Responsible for the administering a contract compliance monitoring system for the Purchasing department to ensure that all contracts are being administered fairly.

Recommends revisions of operations and policies in response to change in education and business activity.

Plan and establish procedures and controls to conform with applicable laws and regulations and good purchasing techniques.

Coordinate the preparation of bid specifications and contracts involving large dollar outlays.

Keep informed of current legislation and County ordinances on County purchasing monitoring requirements.

Prepare and supervise the preparation of department activities report.

Plans and implements special events as assigned to encourage vendor participation or promote the activities of the Purchasing Department.

Records and completes necessary paperwork and follow-up for future events.

May represent management at Union meetings.

Knowledge, Skills and Abilities

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

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 and staff.

Knowledge of computer programs such as Excel, Access and able to create spreadsheets.

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

Ability to effectively inform and advise upper management, (i.e. Chief Procurement Officer, Deputy Procurement Officer) on confidential and operational matters.

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

Minimum Qualifications

Possession of a high school diploma or GED certificate PLUS eight (8) years of business, financial, purchasing or public administration experience **OR**, graduation from an accredited college or university supplemented with four (4) years public administration, business, purchasing or corporate transaction or public administration.

Preferred Qualifications

Master's or Juris Doctorate degree.

Five (5) year's work experience in the negotiation, drafting and management of contracts, corporate transactions in the public/private sector.

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.