

OFFICE OF THE COOK COUNTY CLERK

Human Resources

118 N. Clark Street, Room 230
Chicago, Illinois 60602
(312) 603-5656



STANDARD JOB DESCRIPTION

Deputy Clerk for the Clerk of the Board

Job Code: 0039

Job Title: Deputy Clerk for the Clerk of the Board

Salary Grade: 24

Position I.D. No.: 0039396

Status: Shakman Exempt

Division: Clerk of the Board

Job Summary

The Deputy Clerk for the Clerk of the Board will report to the Clerk and the Chief Deputy Clerk. The Deputy Clerk for the Clerk of the board is responsible for fulfilling the Cook County Clerk's Office statutory duty as outlined in Section 55 ILCS 5/3-2013 to "act as clerk of the county board of his [or her] county and to keep an accurate record of the proceedings of said board, file and preserve all bills of account acted upon by the board, and when any account is allowed or disallowed, he [or she] shall note that fact thereon, and when a part of any account is allowed he shall note particularly the items allowed." The Deputy Clerk for the Clerk of the Board will also be responsible for managing and executing the Clerk's office strategic plans. The Deputy Clerk for the Clerk of the Board will also collaborate with the Director of Procurement on procurement and purchasing responsibilities for the CCCO, which involves substantial contract preparation, analysis, review and approval, in addition to both short-term and long-term vendor communication.

This position will have access to confidential and sensitive information as a part of crisis/issue management and will participate in "Confidential" meetings, communications and "Policymaking" related items, the position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Develop broad procurement policies and procedures.
- Develop parameters for negotiation of vendor arrangements utilizing best practices and assist subsidiaries with business requirements.
- Solicit quotes and proposals for pricing of materials, equipment and services.
- Maintain master product list for all subsidiaries.
- Track volume consumption by vendor and utilize data for driving materials productivity.
- Develop and maintain relationship with suppliers.
- Provide oversight to PO function and contract approval workflows.
- Build business relationships and partnerships across the CCCO.
- Ensure an orderly process for spending that is controlled and properly reviewed.
- Negotiate the best pricing possible and identify non-use of vendors, where applicable.
- Review and assist with the organization of Cook County Code of Ordinances (Municipal Codes/Municodes) which are updated routinely and must be compiled in both a hard copy format and digital online version.

- Distribute CCCO correspondences via mail, email and other platforms related to County ordinances, Board Meeting items, Journal of Proceeding and other Board related matters.
- Attend all Cook County Board Meetings and perform roll calls at said meetings in the absence of the Clerk.

Minimum Qualifications

- Bachelor's degree in Business Administration, Supply Chain Management, Accounting, Public Administration or closely-related field from an accredited college or university.
- Five (5) years of full-time paid work experience supervising or managing employees.
- Five (5) years of full-time paid work supply management and/or procurement work experience.

Preferred Qualifications

- Master's degree in Business Administration, Supply Chain Management, Accounting, Public Administration or other related field or higher from an accredited college or university.
- Certified Professional Public Buyer (CPPB) certification or lean manufacturing certification.
- Seven (7)-years of full-time paid supply management and/or procurement work experience.
- Seven (7) years of full-time paid work experience supervising or managing employees.
- Three (3) years of full-time paid experience working in a government environment with union employees

Knowledge, Skills and Abilities

- Be accountable and responsible for the overall strategy and relationship with vendors providing procurement services.
- Advance knowledge of Microsoft Office Suites (specifically Microsoft Word, Excel, PowerPoint, Outlook and Publisher).
- Excellent verbal and written communications skills, and specifically the ability to communicate effectively with varying levels of CCCO staff, constituents and stakeholders
- Ability to professionally and effectively coordinate large-scale projects involving multiple parties across the CCCO, partner County agencies and other key stake holders.
- Ability and willingness to work flexible hours, including but not limited to, evening and weekends.
- Demonstrate keen attention to detail, accuracy and precision.
- Ability and willingness to travel to work assignments throughout Cook County, the State of Illinois, United States and possibly internationally, which may require the successful candidate utilize her or his own adequate means of transportation.
- Committed to process improvements based on measurable objectives.

Physical Requirement

- Ability to stand, sit, and kneel for long periods of time.
- Ability to lift up to 25lbs.
- Prolonged use of computer requiring vision and typing dexterity