

OFFICE OF THE COOK COUNTY CLERK

Human Resources

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



STANDARD JOB DESCRIPTION

Procurement Director

Job Code: 5654

Job Title: Procurement Director

Salary Grade: 21

Position I.D. No.: 85031

Status: Shakman Exempt

Division: Clerk of the Board

Job Summary

The Procurement Director reports directly to the Deputy Clerk of the Board and Procurement for the Cook County Clerk's Office ("CCCO"). Other more specific responsibilities include, but are not limited to vendor management and contract negotiations. The Procurement Director also exercises discretion to execute the Clerk's chosen procurement policies through day to day purchasing operations, purchasing responsibilities for the office, which involves substantial contract preparation, analysis, review and approval, in addition to both short-term and long-term vendor communication. Additionally, this role also assists frequently with special projects related to procurement of services for the CCCO, including traveling between the CCCO's various locations throughout Cook County.

Finally, due to the Director of Procurement having access to, and participating in "Confidential" meetings, communications and "Policymaking" related items, this position shall be selected by the Clerk of Cook County, or her or his designee.

Essential Job Duties

- Supervise and manage Procurement staff, including those at off-site locations.
- Participate in special projects which require the retrieval and research of information regarding the Clerk of the Board or the CCCO in general.
- Review contracts, purchase orders and other procurement related documents.
- Responsible for inventory control and inventory management for the CCCO.
- Maintain and manage vendor and contract list.
- Serve as the secondary liaison to the Cook County Comptroller's office to ensure accurate and efficient payment of all applicable open-market and other applicable purchases.
- Contract input, verification and transmission to the Cook County Comptroller's office.
- Review, analyze and ensure that all vendor contracts are compliant with County and State MBE/MWBE requirements.
- Prepare, review and analyze contract specifications.
- Communicate, collaborate and maintain vendor relationships.
- Serve as the secondary liaison with the Cook County Procurement department for all required purchases.
- Collaborate and manage the disposal process for records, equipment and other items throughout the CCCO.
- Assist in the ordering and acquisition process from vendors and other County approved partners.

- Work closely with other County agencies to ensure the facilitation and approval of contracts, orders and other procurement related functions.
- Establish and maintain measurable performance metrics for all levels of procurement activities to include supplier performance, supplier quality, buyer activity levels, and material availability.

Minimum Qualifications

- Bachelor's degree from an accredited college or university.
- Five (5) years of full-time work experience supervising or managing employees.
- Two (2) years of full-time supply management and/or procurement work experience.
- Proficient in Microsoft Office Suite.

Knowledge, Skills and Abilities

- Excellent verbal and written communications skills, and specifically the ability to communicate effectively with varying levels of CCCO staff, constituents and stakeholders.
- Ability to work independently or with very little supervision to prioritize, plan and organize projects and tasks involving multiple parties.
- Willingness and skill in initiating, developing and maintaining professional relationships with internal and external constituents and stakeholders.
- Ability to read, interpret and analyze vendor and procurement contracts.
- Ability to negotiate and manage short and long-term contracts.
- Well-versed in drafting and developing administrative reports.
- Well-organized and skilled with scheduling, building relationships and attending to internal and external customers.
- 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, evenings and weekends.
- Must be self-directed and innovative.
- Demonstrate keen attention to detail, accuracy and precision.
- This position requires various types of physical exertion with the use of hands, legs, and fingers, including but not limited to, lifting, pushing, pulling, prolonged standing/walking, climbing stairs, operating election and other related equipment, or moving light to moderate weight.
- 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.

Any offer of employment will be contingent on the applicant passing a drug screening test, background check and any required pre-employment testing.

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