

County of Cook

Human Resources
750 S. Wolcott
Room: G-50
Chicago, IL 60612



Job Code: 8066
Grade: 24
FLSA: Exempt

STANDARD JOB DESCRIPTION

<u>JOB TITLE</u>	<u>DEPARTMENT</u>
Director of Supply Chain Operations & Logistics	Administration

Job Summary

The Director Supply Chain Operations and Logistics is responsible for leading and overseeing the Supply Chain Operations Department for the Cook County Health & Hospitals System (CCHHS) and all affiliates which includes Distribution/Logistics, Inventory management, Receiving, Linen Management and Mail Services.

This position directs the supply chain operations; assist CCHHS and distributors in the implementation of new supply chain programs; monitor and track the success of the engagements utilizing specific performance indicators; oversees all on-site staff in their need to implement departmental service quality improvement initiatives; and directs the operations and logistics for multiple hospitals and clinics.

This position is exempt from Career Service under CCHHS Personnel Rules.

Typical Duties

General Administrative Responsibilities

Management

- Contributes to the management of CCHHS staff and CHSS' systemic development and success
- Discusses and develops CCHHS system policies and procedures
- Consistently uses independent judgment to identify operational staffing issues and needs and perform the following functions as necessary; hire, transfer, suspend, layoff, recall, promote, discharge, assign, direct or discipline employees pursuant to applicable Collective Bargaining Agreements
- Works with Labor Relations to discern past practice when necessary

Supervision

- Directs and effectuates CCHHS management policies practices
- Accesses and proficiently navigates CCHHS records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements

Typical Duties (continued)

Collective Bargaining

- Reviews applicable Collective Bargaining Agreements and consults with Labor Relations to generate management proposals
- Participates in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Documents, recommends and effectuates discipline at all levels
- Works closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiates, authorizes and completes disciplinary action pursuant to CCHHS system rules, policies, procedures and provision of applicable Collective Bargaining Agreements

Other Responsibilities

- Responsible for maintaining effective inventory control management (stock and non stock) processes and costs as established by EBP (Enterprise Business Processes) in all assigned departments of the hospital(s)
- Responsible for providing Supply Chain Logistics support to all CCHHS facilities, as well as implementation of System-wide Just-in-Time (JIT) programs
- Responsible for providing financial input to Administration in the projection of supply expenses and supply reduction/savings opportunities
- Responsible for System wide physical inventories
- Responsible for the achievement of System-wide Key Performance Indicators (KPI) annual targets as established by CCHHS Supply Chain leadership
- Responsible for communicating upcoming changes, issues and trends to CCHHS Executive Leadership, Nursing leadership and Department Directors in a timely, clear and concise manner
- Responsible for assisting the System Director Supply Chain Management in the execution of project plans for the implementation of Strategic Logistics/Operations plans affecting each designed facility. This may include optimizing supply, linen and mail utilization through effective collaboration with physicians and clinicians
- Promptly resolves any service issues which do not support Service Levels Agreements (SLAs)
- Responsible for preparing information, presentations and facilitates meeting between staff, physicians, and other appropriate parties in support of Supply Chain Management and CCHHS-based projects
- Creates a supportive environment for the Supply Chain staff development and the delivery of supply chain solutions
- Serves in various roles as assigned by the System Director Supply Chain management
- Uses an understanding of the market and industry to anticipate potential changes, issues, barriers, and solutions, which affects delivery of goods, services, and supplies
- Knowledgeable of how logistics, strategies, and tactics work in the healthcare setting
- Knowledgeable in current and possible future policies, practices, trends, developments in e-commerce and information affecting the organization
- Meet with clinical counterparts no less than once per month to meet customer needs
- Performs all other duties assigned

Typical Duties (continued)

Decision-Making:

- Decisions to restructure departmental functions and roles of key staff/positions (independent judgment)
- Decisions regarding operational logistics and distribution (independent decision-making)
- Decisions regarding inventory control values, audit and levels (independent decision-making)

Confidentiality:

- High level of sensitive and confidential financial data, contractual commitment data, County agreements, union and labor agreements, personnel decisions and hire/fire activity

Reporting Relationships

The Director Supply Chain Operations and Logistics reports to the Executive Director of Supply Chain Management.

Required Minimum Qualifications

- Bachelor's, or higher level Degree
- Five (5) years of experience managing supply chain operations in healthcare or equivalent business organization, including inventory management (including cycle counting, use of hand held technology and reduction strategies)
- Five (5) years of progressively increasing management responsibility
- Knowledge of Enterprise Resource Planning (ERP) systems such as Lawson, PeopleSoft, McKesson/HBOC, or similar ERP systems

Preferred Qualifications

- Master's Degree
- Certified Materials and Resource Professional
- Seven (7) years of experience managing supply chain operations in healthcare or equivalent business organization, including inventory management (including cycle counting, use of hand held technology and reduction strategies)

Knowledge, Skills, Abilities and Other Characteristics

- Prior experience managing multi-facility hospital operations
- Knowledge of management in Union environment
- Strong Knowledge of Microsoft Office Products
- Strong interpersonal skills
- Written and verbal communication skills
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision making skills

Knowledge, Skills, Abilities and Other Characteristics (continued)

- Flexibility and adaptability in performing work duties
- Strong project management skills

Physical and Environmental Demands

This position functions within a healthcare environment. The incumbent is responsible for adherence to all hospital and department specific safety requirements. This includes but is not limited to the following policies and procedures: complying with Personal Protective Equipment requirements, hand washing and sanitizing practices, complying with department specific engineering and work practice controls and any other work area safety precautions as specified by hospital wide policy and departmental procedures.

Working Conditions and Physical Demands

General office environment where work is generally sedentary in nature, but may require standing and walking for up to 60% of the time. Environment is fast paced and some stress may occur. Visual acumen and manual dexterity for working with computer and keyboards is required.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

For purposes of the American with Disabilities Act, "Typical Duties" are essential job functions.

Approval:

Douglas Elwell
Deputy Chief Executive Officer, Finance & Strategy

Date

Approval:

Gladys Lopez
Chief Human Resources Officer

Date