

# County of Cook

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



Job Code: 8068  
Grade: 24  
FLSA: Exempt

## STANDARD JOB DESCRIPTION

### JOB TITLE

Director of System Integration & Support  
– Supply Chain

### DEPARTMENT

Administration – Supply Chain

### Job Summary

This position provides business and technical leadership for the development, implementation, and provision of technical services and operations to support the infrastructure needs of the Supply Chain Management Department at Cook County Health and Hospitals Systems (CCHHS). Directs the systems analysis, programming and project management activities of supply chain application and database management systems to integrate both the strategic and operational functions. Leads system-wide initiatives to improve efficiency and effectiveness of supply chain business processes in accordance with Supply Chain departmental priorities and directions. Recognizes and advances opportunities for the utilization of the health system's supply chain information technology investments. Directs, plans and implements technology initiatives, supports systems and procedures for reporting of information resources and data.

Leads system-wide initiatives to improve efficiency and effectiveness of supply chain business processes in accordance with Supply Chain departmental priorities and directions. Recognizes and advances opportunities for the utilization of the health system's supply chain information technology investments. Responsible for planning and implementation of technology initiatives, supports systems and procedures for reporting of information resources and data.

This position is exempt from Career Service under the 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

## **Typical Duties (continued)**

### 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

### 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**

- Full data management oversight of all applications supporting Supply Chain core functions. Key Performance Indicator monitoring and reporting across both the Strategic and Operational functions of Supply Chain Management
- Responsible for planning and implementing new technologies, including installation of new/upgraded systems, designing the network topology for the Supply Chain organization
- Test and approves software versions through program releases to upgrade operating systems and computer programs that are created
- Identify continuous process improvement of the electronic ordering, purchasing, inventory management, receiving, and payment process
- Create performance management tools, reports, policies, and procedures to monitor the integrity of all databases as well as to ensure proactive activity to support management reports, improved customer service and maximized cost reduction
- Improve and maintain the accuracy of electronic communication in the procurement process through the maximum utilization of EDI including ordering, invoicing and payment
- Provide implementation, training, support and coordination of features on the applications with all user departments
- Performs all other duties assigned

### **Decision-Making:**

- Decisions and actions will impact financial and operational staff at all levels and departments within the organization. Decisions and actions will have direct impact on CCHHS financial data

### **Confidentiality:**

- High level of sensitive and confidential information including CCHHS financial data, contractual commitment data, County agreements, personnel and labor information

## **Reporting Relationships**

The Director of System Integration & Support reports to the Chief Procurement Officer

## **Required Minimum Qualifications**

- Bachelor's, or higher level Degree
- Five (5) years' experience working in a Hospital Healthcare Supply Chain Department in Materials Management
- Three (3) 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
- Knowledge of Electronic Data Interchange (EDI) systems such as GHX
- Experience implementing Electronic Data Interchange (EDI) systems
- Seven (7) years' experience working in a Hospital Healthcare Supply Chain Department in Materials Management

## **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
- Demonstrates sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds
- Strong interpersonal skills
- Written and verbal communication skills
- Analytical skills, problem solving skills
- Conflict management skills
- Strong decision making skills
- 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:

\_\_\_\_\_  
Charles Jones  
Chief Procurement Officer

\_\_\_\_\_  
Date

Approval:

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Barbara Pryor  
Deputy Chief of Human Resources

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Date