



Job Code: 8068
Grade: 24
HCWR: N

Job Title

Director of System Integration & Support - Supply Chain

Department

Administration/Supply Chain

This position is exempt from Career Service under the CCH Personnel Rules.

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 (CCH). 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.

General Administrative Responsibilities

Collective Bargaining

- Review applicable Collective Bargaining Agreements and consult with Labor Relations to generate management proposals
- Participate in collective bargaining negotiations, caucus discussions and working meetings

Discipline

- Document, recommend and effectuate discipline at all levels
- Work closely with labor relations and/or labor counsel to effectuate and enforce applicable Collective Bargaining Agreements
- Initiate, authorize and complete disciplinary action pursuant to CCH system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

- Direct and effectuate CCH management policies and practices
- Access and proficiently navigate CCH records system to obtain and review information necessary to execute provisions of applicable collective bargaining agreements



General Administrative Responsibilities

Management

- Contribute to the management of CCH staff and CCH' systemic development and success
- Discuss and develop CCH system policies and procedures
- Consistently use 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
- Work with Labor Relations to discern past practice when necessary

Typical Duties

- 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 Electronic Data Interchange (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

Reporting Relationship

Reports to the Chief Procurement Officer

Minimum Qualifications

- Bachelor's, or higher-level Degree from an accredited college or university
- Five (5) years of experience working in a Hospital Healthcare Supply Chain Department in Materials Management and/or government Procurement, Purchasing Management
- Three (3) years of progressively increasing management responsibility
- Knowledge of Enterprise Resource Planning (ERP) systems such as Oracle, Lawson, PeopleSoft Mckesson/HBOC, or similar ERP systems



Preferred Qualifications

- Master's Degree from an accredited college or university
- 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 of experience working in a Hospital Healthcare Supply Chain Department in Materials Management and/or government Procurement, Purchasing 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 is functioning 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.

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.