

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



Job Code: 8093
Grade: 24

Standard Job Description

Job Title
Chief Procurement Officer

Department
Procurement

Job Summary

The Chief Procurement Officer develops, implements and directs the procurement policies, procedures and activities for the Cook County Health & Hospitals System (CCHHS). The position requires an understanding of buying standards and techniques to support the assignment of job responsibilities to buying staff. The Chief Procurement Officer will be responsible for reviewing bid proposals and monitoring all purchasing and contractual commitments for all departments throughout CCHHS. This position is responsible for ensuring compliance with legal and regulatory procurement and contracting requirements. Additionally, this position provides guidance and training for departmental staff to ensure that a professional, high-quality work product is consistently produced.

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

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 CCHHS system rules, policies, procedures and provision of applicable collective bargaining agreements

Supervision

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

Management

- Contribute to the management of CCHHS staff and CCHHS' systemic development and success
- Discuss and develop CCHHS system policy and procedure

General Administrative Responsibilities continued

- 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

- Develops, determines and implements regular and periodic purchasing requirements, procedures and policies. Plans the methods, sources and procedures best suited to meet quality, quantity and delivery specifications.
- Leads updates to purchasing and contracting policies and procedures as needed and as State and Federal laws and regulations change; develop terms and conditions to protect the best interests of CCHHS.
- Participates in the hiring, training, supervising, reviewing, disciplining, and terminating processes of staff as needed and in accordance with CCHHS policy.
- Ensures that contract and procurement files are maintained in accordance with CCHHS document retention requirements, including utilization of electronic Document Management System program resources.
- Develops and determines various procurement methods.
- Assigns buying responsibilities for specified groups of merchandise to buying staff according to availability of staff and special abilities of individual employees.
- Develops and instructs in buying standards and techniques for each type of commodity. Explains specifications and performance standards required of buying staff.
- Develops and installs auxiliary clerical services to assist with maintaining records and controls on all buying activities.
- Ensures that appropriate support and assistance is provided to department managers and staff relative to procurement planning, proposal review/evaluation, and contract award and administration.
- Assumes responsibility for purchasing and contractual commitments entered into by the Procurement Department and other county departments.
- Prepares or supervises the preparation of lists of business concerns approved as reliable and suitable vendors.
- Directs the distribution of proposals for bids to approved lists of business concerns. Supervises the examination of bids for the lowest bid. Advises buying staff on selection of bidder and directs the procedures for completing transactions.
- Sets up procedures for receiving, inspecting, distributing, inventorying and storing of merchandise purchased and delivered to county departments under purchasing jurisdiction. Develops or supervises the development of recording and reporting forms.
- Distributes to various offices, departments institutions or agencies of the county government all supplies, materials and equipment purchased through the authority of the Chief Procurement Officer.
- Reviews and oversees resolution of issues affecting compliance and ensure satisfaction of requirements and achievement of objectives.

Reporting Relationships

Reports to the Deputy Chief Executive Officer, Finance and Strategy

Minimum Qualifications

- Graduation from an accredited college or university with a Bachelor's Degree
- Three (3) years of experience in a purchasing office of a private or public entity with procurements reasonably comparable in size and nature to those of an operations of \$1 billion.
- Three (3) years of experience in a management role with supervisory responsibility

Preferred Qualifications

- Master's Degree or Juris Doctorate degree.
- Five (5) years' experience with a public agency or similar organization.
- Prior supervisory or managerial work experience.

Knowledge, Skills, Abilities and Other Characteristics

- Demonstrates ability to direct, supervise and guide other professional staff in their assigned work.
- Demonstrates ability to handle confidential and sensitive issues; effectively inform and advise upper management, on confidential and operational matters.
- Demonstrates excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.
- Demonstrates experience in developing, implementing and maintaining effective policies to improve efficiency.
- Possess good organizational skills, ability to prioritize tasks.
- Knowledge of computer programs such as Microsoft Word, Excel, Access and current financial software.
- Demonstrates skill and judgment in dealing with labor/management issues, such as grievances.
- Extensive knowledge of purchasing methods and procedures including techniques of specification writing, purchase regulations and procedures set-up for the keeping of procurement records.
- Wide knowledge of the functional and technical properties of all kinds of merchandise used by county departments.
- Ability to obtain and interpret market prices and trends, to apply such interpretations to procurement problems and to convey such to buying staff.
- Judgment and adaptability in making routine and emergency decisions, in originating new ideas, procedures and techniques.
- Prior supervisory or managerial work experience.
- Excellent writing and communication skills.
- The ability to evaluate and prioritize multiple assignments in an efficient and timely manner.
- Ability to work in a highly confidential environment, receiving clients and dealing with public inquiries.

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.

Approval: _____ Date _____
Douglas Elwell
Deputy Chief Executive Officer, Finance and Strategy

Approval: _____ Date _____
Barbara Pryor
Deputy Chief of Human Resources