



Job Code: 9911

Grade: 24

HCWR: N

Job Title

Director of Contract Oversight

Department

Supply Chain

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

Job Summary

The Director of Contract Oversight collaborates with Departmental Leadership on all matters related to contracting across the organization. The Director provides administrative leadership to the Contract Oversight Committee regarding strategy, policies, and procedures. The position will focus on strategic and administrative management of all contracts in alignment with Finance, Quality, and Operations and other related procurement initiatives at Cook County Health (CCH).

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

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

- Coordinates with leaders across CCH to set strategic priorities and goals for Contract Oversight
- Works with Requestor or User Department to understand historical spend, anticipated budget, and any opportunity for new contracts or amendments
- Reviews current contracts in place for the same vendor or category and purchasing history for new contracts or amendments
- Provides strategic leadership for the contracting process
- Drives consolidated spend management strategies in coordination with System leadership to reduce the total number of requisitions for Supply Chain Management
- Ensures initiatives align with wider enterprise strategy and objectives
- Evaluates business cases with a focus on reducing redundancies and driving value
- Leads the Supply Chain organization in adopting any changes or new processes that come from the Contract Oversight Committee
- Communicates CCH strategic financial and operational goals to ensure alignment and visibility
- Performs other duties as assigned

Minimum Qualifications

- Bachelor's degree from an accredited college or university
- Five (5) years of progressive leadership experience in healthcare, business administration, supply chain, clinical discipline, or closely related field
- Three (3) years of contract oversight or other contracting experience
- Experience working cross-functionally with various stakeholder groups including board of directors, executive leadership, compliance, and finance
- Knowledge of Enterprise Resource Planning (ERP) systems such as Oracle, Lawson, Peoplesoft Mckesson/HBOC, or similar ERP systems

Preferred Qualifications

- Seven (7) years of professional experience in healthcare purchasing or supply chain
- Value Analysis experience and strong track record of identifying and implementing financial, operational, and quality improvement initiatives

Knowledge, Skills, Abilities and Other Characteristics

- Knowledge and understanding managing multi-facility hospital operations.
- Knowledge of management in Union environment.
- Excellent verbal and written communication skills necessary to communicate with all levels of
- staff and a patient population composed of diverse cultures and age groups.
- Knowledge of Microsoft Office Products.
- Demonstrates sensitivity and respect in caring for patients and in dealing with clients of diverse backgrounds.
- Strong interpersonal skills.



Knowledge, Skills, Abilities and Other Characteristics

- 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.