

POSITION PROFILE
CONTRACT ADMINISTRATOR
COOK COUNTY, ILLINOIS GOVERNMENT



COOK COUNTY
OFFICES

UNDER THE
PRESIDENT

March 2023

POSITION PROFILE

POSITION: Contract Administrator

DEPARTMENT: Office of the Chief Procurement Officer

REPORTS TO: Deputy Chief Procurement Officer – Operations

HOW TO APPLY: Please submit a Resume and Cover letter to Shakmanexemptapplications@cookcountyil.gov

OVERVIEW

The Bureau of Finance seeks a Contract Administrator to work in close tandem with the contracts professionals, performs professional and administrative duties in the development, coordination, maintenance and monitoring of contracts for Cook County. This position also assist with the development of contractual policies and contractual general conditions as well as in tandem with legal counsel and the State's Attorney's Office.

Cook County offers great benefits and the chance to participate in a strong tradition of public service. Cook County is home to more than five million residents, roughly 45% of Illinois' population. Cook County Government provides a range of vital services and programs that enhance the quality of life for residents across the region. These services range from health care to urban planning. Cook County is committed to empowering its employees to bring our constituents the best that public service has to offer.

WHY PURSUE A CAREER WITH COOK COUNTY?

In addition to providing employees with a challenging, rewarding environment for career and personal growth, we are proud to also offer some of the best benefits in the public sphere, including:

- Top Tier Medical Benefits: [Medical Plans](#), [Prescription Drug Benefit](#), [Dental Plans](#), [Vision Plan](#) and [7 Additional voluntary benefit plans](#)
- Flexible Teleworking Options
- Generous, Flexible Paid Time Off (13 paid designated holidays; Minimum of 10 vacation days annually; Up to 4 personal days annually; and Paid sick leave)
- [Pension Plan](#)
- Financial Support Programs and Resources: [Life Insurance](#), [Flexible Spending Accounts](#) – Dependent Day Care, [Commuter Benefits](#), Discounted Parking, PSLF Eligibility, [Deferred Compensation](#) and Education Tuition Stipend
- Health/Wellness Perks: [Flexible Spending Accounts-Health Care](#), [Employee Assistance Program](#) and [MyHealth Connections wellness program](#).

Please review carefully the [Employee Benefits](#) page. For benefits questions contact Risk Management at 312-603-6385 or email risk.mgmt@cookcountyil.gov.

**YOUR
IDEAS.
YOUR
PURPOSE.
YOUR
CAREER.
COOK
COUNTY.**



COOK COUNTY
OFFICES
UNDER THE
PRESIDENT

Chad G.
Cook County Employee



SNAPSHOT OF COOK COUNTY:

- Serves 5.28 million residents of Chicago and its inner suburbs
 - 2nd largest county in America
 - Larger than 27 states
- Cook County employs over 22,000 employees who work in a variety of skilled jobs and trades.
 - Nearly 80% unionized workforce
 - 15 unions represented
 - 63 separate collective bargaining agreements
- Highway – Cook County maintains almost 600 miles of roads and highways.
- Land – Cook County assesses the value of more than 1.5 million parcels of taxable land and collects and distributes tax funds as a service for local government taxing bodies.
- Safety – Cook County provides vital services to local government, from conducting elections in suburban areas to offering 911 services in unincorporated areas and municipalities.

LOCATION:

Located in the Loop District of downtown Chicago, one of the most formidable business districts in the world, the area has an astounding number of cultural foundations, stunning parks such as Millennium Park and Maggie Daley Park, steps away from the Chicago Riverwalk, award-winning restaurants and plenty of shopping! In addition, Chicago is serviced by multiple bus and train lines for public transportation from the suburbs to the city, taxis are plentiful, public parking garages for motorist, and bicycle share rentals and local bike lanes for bicyclist.

ROLE SUMMARY

Performs professional and administrative duties in the development, coordination, maintenance and monitoring of contracts for Cook County. Works in close tandem with the contracts professionals. Assist in the development of contractual policies and contractual general conditions as well as in tandem with legal counsel and the State's Attorney's Office. Performs data entry, reviews and develops and manages reports analysis from various systems/applications including Oracle EBS.

KEY RESPONSIBILITIES AND DUTIES:

Responsible for the administering a contract compliance monitoring system for the Purchasing department to ensure that all contracts are being administered fairly.

Recommends revisions of operations and policies in response to change in education and business activity.

Performs data entry, reviews and develops and manages reports analysis from various systems/applications including Oracle EBS

Plan and establish procedures and controls to conform with applicable laws and regulations and good purchasing techniques.

Coordinate the preparation of bid specifications and contracts involving large dollar outlays.

Keep informed of current legislation and County ordinances on County purchasing monitoring requirements.

Prepare and supervise the preparation of department activities reports.

Plans and implements special events as assigned to encourage vendor participation or promote the activities of the Department.

Records and completes necessary paperwork and follow-up for future events.

May represent management at Union meetings.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to direct, supervise and guide other professional staff in their assigned work.

Possess good organizational skills, ability to prioritize tasks.

Possess excellent communication skills; ability to effectively communicate both verbally and in written forms to supervisors, vendors, using departments and staff.

Knowledge of computer programs such as Excel, Access and able to create spreadsheets.

Skill and judgment in dealing with labor/management issues, such as grievances.

Ability to effectively inform and advise upper management, (i.e. Chief Procurement Officer, Deputy Procurement Officer) on confidential and operational matters.

Ability to identify possible errors or irregularities staff documents; ability to meticulously create and review documents per departmental procedures.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED certificate PLUS eight (8) years of business, financial, purchasing or public administration experience **OR**, graduation from an accredited college or university supplemented with four (4) years public administration, business, purchasing or corporate transaction or public administration.

PREFERRED QUALIFICATIONS:

Possession of a master's or Juris Doctorate degree.

Five (5) year's work experience in the negotiation, drafting and management of contracts, corporate transactions in the public/private sector.

Prior supervisory or managerial work experience.

PHYSICAL REQUIREMENTS:

Sedentary Work

Sedentary Work involves exerting up to 10 pounds of force occasionally or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects. Sedentary work involves sitting most of the time but may involve walking or standing for brief periods of time.

The duties listed are not set forth for purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.

EMPLOYMENT TERMS

POST OFFER TESTING: This position requires successful completion of post-offer tests, which may include a background check, drug screen and medical examination.

COVID-19 VACCINATION POLICY: Pursuant to Executive Order 2021-1 and Cook County's Mandatory COVID-19 Vaccination Policy, the selected candidate will be required to either submit proof of full vaccination or a request for reasonable accommodation prior to the start of employment. Please click the following hyperlinks for the full text of [Executive Order 2021-1](#) and the [Cook County's Mandatory COVID-19 Vaccination Policy](#).

RESIDENCY REQUIREMENT: Pursuant to the Shakman Consent Decree, Supplemental Relief Order and the Cook County Personnel Rules, this position is exempt from the County's career service rules, is at-will and political reasons or factors may be considered when taking any employment action. As an employee in a Shakman Exempt Position, if you do not currently live in Cook County, you will have six (6) months from date of hire to establish actual residency within Cook County.