



**Code: 9815**  
Family: Senior Executive  
Service: Labor  
Group: Non-Competitive Group  
Series: Exempt

## **CLASS TITLE: MANAGING DEPUTY PROCUREMENT OFFICER**

### **CHARACTERISTICS OF THE CLASS**

Under general direction, the class exercises executive control and administrative oversight in the management of multiple departmental bureaus or divisions and special inter-departmental projects in the Department of Procurement Services (DPS), and performs related duties as required

### **ESSENTIAL DUTIES**

- Directs managerial staff in the planning, coordination and oversight of programs and operations for multiple functional areas
- Seeks out and foster new minority vendor relationships and seek minority vendors in previously unexplored categories
- Develops a strategy to achieve a more diverse supplier base for all commodities
- Leads and supports opportunities for Minority Women Business Enterprise, (M/WBE) to perform as prime contractors
- Directs, reviews, monitors, and updates all M/WBE program goals
- Reviews and updates all eligibility standards and processes
- Develops performance measures based on data to set program goals
- Reviews, monitors, and updates all program incentives and goals with the intent to have a best-in-class program
- Plans and directs major projects and administrative operations relative to DPS's central role of functioning as the contract compliance and certification authority for the procurement of goods and services for the City of Chicago
- Establishes project objectives and timelines to ensure assignments are completed proficiently and expeditiously
- Directs management controls to increase the efficiency and effectiveness of the City's Contracting Equity office within procurement and/or administrative activities
- Works with all City departments and its customers to guarantee an open, fair, transparent, and timely process
- Communicates project goals to managers, operating departments, the public, and governmental agencies
- Directs the compilation of comprehensive operations and administrative reports for the department
- Coordinates and directs staff training and development activities
- Supervises the preparation of comprehensive operational, administrative, and fiscal reports
- Represents the Chief Procurement Officer at meetings with city officials, governmental agencies, and operating departments
- May manage the coordination and preparation of the department's annual budget

**NOTE:** *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

**MINIMUM QUALIFICATIONS****Education, Training, and Experience**

- This is an appointed position, exempt from the Shakman decree
- Graduation from an accredited college or university with a Bachelor's degree in Business Administration, Public Administration, or a directly related field, PLUS at least five (5) years of procurement, contract, or project management experience OR
- Ten years of procurement, contract, or project management work experience
- Three (3) or more years of senior-level managerial experience preferred

**Licensure, Certification, or Other Qualifications**

- None

**WORKING CONDITIONS**

- General office environment

**EQUIPMENT**

- Standard office equipment (e.g., telephone, printer, photocopier, fax machine, calculator)
- Computers and peripheral equipment (e.g., personal computer, computer terminals)

**PHYSICAL REQUIREMENTS**

- No specific requirements

**KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS****Knowledge**

Positions assigned to executive leadership roles are expected to possess the following knowledge, skills, abilities, and attributes.

- Strong vision for the department that embodies the following core values: transparency, diversity, inclusion, equity, accountability, and transformation
- Ability to see the enterprise as a whole; recognizing how the various functions of the organization depend on one another, and how changes in any one part affect all the others; visualizing the relationship of the individual divisions and issues to the department, City and sister agencies, the community, and the political, and social ecosystem as a whole
- Professional and personal history reflecting the highest standards of integrity
- Ability to work well with all levels of staff and management
- Ability to establish and maintain effective working relationships with others
- Demonstrated commitment to holding supervisory personal accountable for the timely and effective execution of organizational policy by individuals under their command
- Working knowledge of procurement and contract management policies, methods, and procedures
- Working knowledge of procurement and contract law, policies, and best practices
- Commitment to and demonstrated experience expanding and maintaining a diverse and inclusive workforce that reflects the population it serves

**CLASS TITLE: MANAGING DEPUTY PROCUREMENT OFFICER**

---

- Outstanding skills in communicating and interacting with the media, community organizations, elected officials, and the general public
  - Experience dealing with labor-management issues and the ability to work effectively with employee unions
  - Strong administrative and managerial track record, including overseeing a sizeable staff and multi-million dollar organization in organizational planning and development, strategic and operational planning, budget management, process improvement, and data-driven decision-making.
- 

All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

\* May be required at entry.

---

City of Chicago  
Department of Human Resources  
February, 2022