



Code: 1572

Family: Accounting and Finance

Service: Administrative

Group: Statistical, Technical and Analytical

Series: Purchasing and Supply

CLASS TITLE: CHIEF CONTRACT EXPEDITER

CHARACTERISTICS OF THE CLASS

Under general supervision, performs contract administration functions in an operating department, working with departmental managers to execute appropriate procurement and contracting methods for the purchasing of goods and services, e.g. commodities, work services, professional services, delegate agency contracts and liaising with the Department of Procurement Services (DPS) or Comptroller's Office to ensure compliance with procurement and contract processes.

Differentiating criteria: This class differs from the Contract Review Specialist class in level and scope of responsibility. Chief Contract Expediter positions provide advice and technical guidance on the City's procurement processes and coordinate the preparation, review and processing of contract documents to ensure contracts are awarded and in place.

Contract Review Specialist positions perform procurement contract maintenance and support functions; majority of duties relate to contract monitoring, preparation and processing of contract modifications, extensions, limit increases and price adjustments.

ESSENTIAL DUTIES

- Coordinates purchasing functions within an operating department, working with and advising departmental staff on procurement procedures and requirements used in the competitive bid, request for proposal (RFP) and Request for Qualifications (RFQ) methods of procurement
- Acts as a liaison between operating department, the Department of Procurement Services (DPS) and other departments to facilitate all phases of the contract preparation process, preparing work plans and ensuring all components (e.g. DPS checklist) are completed
- Works with departmental staff in coordinating the preparation of required documents including identification of funding, scope of services, specifications, compensation structure and other required supplemental documents for submission, review and processing
- Participates as a member of evaluation committees in the review of final RFP and RFQ documents, the drafting of evaluation criteria and guidelines to review proposals, and the interviewing of potential suppliers/vendors
- Oversees the preparation and processing of delegate agency contracts (e.g., preparing award notices, gathering boilerplate documents, reviewing and tracking contract packages)
- Serves as a point of contact for delegate agencies, program managers and other department staff on matters related to contract development and processing
- Develop and implement procedures and provide technical assistance to delegate agencies to ensure compliance with grantor and City policies
- May participate on work teams to conduct fact based negotiations with RFP and RFQ respondents and drafts memorandum providing recommendations for the selection of bidders/vendors
- Coordinates the preparation and submission of departmental contract documents including the preparation of detailed specifications by users, contract documents and other information and support documents required by the Department of Procurement Services

- Assists in managing awarded contracts at the departmental level, maintaining communications with all parties involved to effectively monitor contracts for compliance with contract terms and conditions and to address and resolve any contract problems
- Performs or directs lower level staff (e.g. Contract Review Specialists) in monitoring contract expiration dates and preparing and processing contract modification forms for needed time extensions, vendor limit increases and price adjustments
- May supervise staff engaged in compiling contract packages for submission to the Department of Procurement Services or Comptroller's Office
- Provides information to vendors and the public regarding program requirements and the application process for disadvantaged, minority and women owned business enterprise (DBE/MBE/WBE) programs
- Oversees the maintenance of contract records and files and prepares reports on the status of departmental contracts, expenditures and related contract information
- Researches and maintains a list of vendors supplying goods and services needed by the department; maintains records of pre-qualified vendors and coordinates the preparation of task orders

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

- Graduation from an accredited college or university with a Bachelor's degree, plus two years of work experience in the procurement of supplies, equipment or services, or an equivalent combination of education, training and experience.

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, hand-held computer, scanner)

PHYSICAL REQUIREMENTS

- No specific requirements

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS

Knowledge

Considerable knowledge of:

- City's procurement guidelines, regulations and procedures as established by the Department of Procurement Services

- work processes and procedures for the procurement of various categories of goods and services including professional services (e.g. architectural, engineering, environmental), commodities, work services (e.g. services provided by vendors), vehicles and construction
- contract development and packaging processes in compliance with Department of Procurement services and Law Department guidelines and requirements

Moderate knowledge of:

- contract negotiation techniques
- applicable computer software packages and applications (e.g. Microsoft Suite)
- applicable departmental programs and services

Knowledge of applicable City and departmental policies, procedures, rules and regulations

Skills

- ACTIVE LEARNING - Understand the implications of new information for both current and future problem-solving and decision-making
- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- CRITICAL THINKING - Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems
- COORDINATION WITH OTHERS- Adjust actions in relation to others' actions
- JUDGMENT AND DECISION MAKING - Consider the relative costs and benefits of potential actions to choose the most appropriate one

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE- Communicate information and ideas in writing so others will understand
- REASON TO SOLVE PROBLEMS - Apply general rules to specific problems to produce answers that make sense
- REACH CONCLUSIONS - Combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events)

Other Work Requirements

- INITIATIVE - Demonstrate willingness to take on job challenges
- ANALYTICAL THINKING – Analyze information and use logic to address work or job issues and problems
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations
- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks

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
May, 2014