

Commissioners

MARISEL A. HERNANDEZ, *Chair*
WILLIAM J. KRESSE, *Commissioner/Secretary*
JUNE A. BROWN, *Commissioner*
CHARLES HOLIDAY, JR., *Executive Director*



Director of Purchasing

Position Summary

Join the Chicago Board of Elections as **Director of Purchasing!** This full-time exempt role is an administrative position responsible for managing all duties related to the preparation and processing of procurement contracts.

Salary Range: \$103,000 - \$113,000

Essential Duties/Responsibilities:

- Implement purchasing policies and recommend procedures for staff.
- Work with departments and warehouse to coordinate planning and purchasing strategies, including assisting divisions with contract management and renewal.
- Schedule all purchasing activities ensuring timely procurement and delivery of sufficient supplies.
- Coordinate the preparation of RFQs, RFPs, IFBs, and other procurement methods to solicit competitive proposals and bids from qualified vendors.
- Prepare legal notices for publication as required for purchasing in coordination with the Board's Director of Public Information, Legal Department, and Administration.
- Analyze and evaluate bid specifications, tests, reports, and other relevant data.
- Oversee the evaluation of proposals and bids to determine the most responsive, responsible, and qualified bidder.
- Participate in negotiating contract terms, costs, and conditions.
- Promote and monitor MBE/WBE participation.
- Prepare and coordinate purchasing, procurement, and financial reports, including bid award recommendations, and provide such reports to the Commissioners during their public Board meetings.
- Supervise employees in the Purchasing Department.
- Other duties as assigned.

Qualifications:

- Bachelor's degrees in Business Management, Supply Chain Management, Accounting and /or Public Administration or other relevant experience
- 5 years experience in public sector purchasing and 3 years experience in a supervisory role
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Availability to work extended hours and weekends during the election cycle.
- City of Chicago residency is required.
- Compliance with the Board's mandatory COVID vaccination policy is required.

Applications for this position will be received via email and must include a résumé and cover letter. E-mail hr@chicagoelections.gov and include in the subject line: **Director of Purchasing/Your Name**.

Equal Opportunity Employer