

COUNTY OF KANE

DEPARTMENT OF HUMAN
RESOURCE MANAGEMENT



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JOB DESCRIPTION

Job Title: Director of Purchasing
Department: Finance
Reports to: Executive Director of Finance
FLSA Status: Full Time - Exempt (35 Hour)
Grade: M 717
Bargaining Unit: No

General Summary: The Director of Purchasing is responsible for managing the centralized purchasing function within the Finance Department, overseeing the acquisition of goods and services for Kane County Offices and Departments, including providing technical assistance to these Offices and Departments in support of operational requirements. The Director will ensure all acquisitions are performed in the most cost-effective and efficient manner while adhering to compliance standards. This role requires strategic planning, leadership, and technical expertise to ensure purchasing activities align with the County's operational goals.

ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES:

1. Direct and supervise the Purchasing Division to facilitate the acquisition of goods and services for County departments and offices in an efficient, cost-effective manner.
2. Ensure compliance with relevant laws, including the County Purchasing Ordinance, State procurement statutes, Uniform Grant Guidance, and County policies.
3. Provide technical guidance to departments and offices on purchasing processes and strategies.
4. Maintain departmental policies and procedures, ensuring they are effective and aligned with organizational goals.
5. Prepare and approve complex solicitations and purchase agreements.
6. Present recommendations on significant purchasing decisions requiring County Board or upper management approval.
7. Consult with the State's Attorney's Office on contract provisions, renewals, and changes.
8. Ensure timely notification to department heads and elected officials regarding contract expirations and renewals.
9. Act as a mediator between vendors and County departments and offices to resolve issues of non-performance or disputes over materials and services.
10. Maintain records on price histories, price variances, and savings.
11. Serve as the FOIA Officer for the Purchasing Division, ensuring transparency in purchasing activities.
12. Collaborate with other department directors and elected officials to formulate strategic procurement policies, maximizing buying power and operational efficiencies across the County.
13. Lead the recruitment, training, and performance evaluations of staff within the Purchasing Division.

14. Participate in disciplinary actions and decisions regarding promotion or hiring, with consent from the Finance Director.
15. Represent the Purchasing Division in various meetings, providing reports, briefings, and updates to the Finance Director, the County Board, and other stakeholders
16. Oversee the disposal of surplus County property, ensuring compliance with County policies and regulations.
17. Performs other duties as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

1. Strong written and verbal communication skills for interacting with County staff, vendors, and stakeholders.
2. In-depth knowledge of purchasing procedures as outlined under Illinois state law and regulations.
3. Proficiency in bidding, negotiation, and vendor management methods.
4. Strong familiarity with business, industrial, and trade practices related to commonly purchased goods and services.
5. Ability to lead, supervise, and motivate staff in a professional and efficient manner.

TRAINING, EDUCATION AND WORK EXPERIENCE:

1. A Bachelor's degree or higher in Business Administration, Purchasing, or a related field and six years of progressively responsible professional purchasing experience, including at least three years in a supervisory role, or any combination of education and experience as needed to demonstrate the ability to effectively perform the essential functions.
2. Government experience required.
3. Experience with financial and procurement software systems, including ERP systems.
4. Certification as a Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) from the Universal Public Procurement Certification Council, or as a Certified Purchasing Manager (CPM) from the Institute for Supply Management preferred.

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Sitting, talking, typing, hearing, and vision are required 80% of the time. Standing, walking, and reaching are required about 20% of the time.

EQUIPMENT USED TO PERFORM ESSENTIAL FUNCTIONS:

Computer, printer, scanner, phone, fax, copier, and supplies related to duties.

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Normal office environment where there is little to no physical discomfort or exposure to hazards due to temperature, dust, noise and the like. Low levels of handling, lifting, pushing/pulling and activities such as stooping are required in unusual situations.

REPORTING RELATIONSHIPS:

Reports to: Executive Director of Finance

Directs Work of the Purchasing Department Staff

Employee Signature: _____

Date: _____

Department Head: _____

Date: _____