



## **Managing Deputy Procurement Officer | Chicago Department of Procurement Services | Job Description**

**Starting Salary \$143,280**

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.*

#### **Qualifications**

- 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

**NOTE:** To be considered for this position, you must provide a cover letter and resume detailing your work experience and your educational background. You must include job titles, dates of employment, and specific job duties. Please email this information to [Angie.Matos@cityofchicago.org](mailto:Angie.Matos@cityofchicago.org)

**NOTE:** A background investigation will be completed on the candidate selected for this position.

**Residency Requirement:** All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 or [disabilityaccommodations@cityofchicago.org](mailto:disabilityaccommodations@cityofchicago.org). Please be prepared to provide information in support of your reasonable accommodation request.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago  
Lori E. Lightfoot, Mayor

Department of Human Resources  
Christopher Owen, Commissioner