

Commissioners

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



## Director of Purchasing

### Position Summary:

The Director of Purchasing is an administrative position at the Board responsible for managing all duties related to preparation and processing of procurement contracts for the Board.

### **Salary range \$100,000 - \$105,000**

This position is classified as Exempt under the Fair Labor Standards Act.

### Responsibilities:

- Implement purchasing policies and recommend procedures for staff
- Work with user departments and warehouse to coordinate planning and purchasing strategies, including assisting Divisions with contract management and renewal
- Schedule all purchasing activities to ensure timely procurement and delivery of sufficient supplies for effective administration of the Board
- 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, cost and conditions
- Promote and monitor MBE/WBE participation
- Prepare purchasing and financial reports as requested by the Executive Director and the Board, including bid award recommendations and providing such reports to the Commissioners during their public Board meetings
- Prepare annual and quarterly reports on procurement
- Coordinate reports and vouchers for the Board and related agencies
- Supervise employees in the Purchasing Department
- Other duties as assigned by the Executive Director

### 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
- 3 years' experience in a supervisory role
- Proficient in Microsoft Office, especially Word, Excel, Outlook and other applicable computer software packages and applications
- Excellent organizational, communication and people skills
- Must be able to work extended hours and weekends
- Must be in compliance with the Board's mandatory COVID vaccination policy
- This position requires you to be a resident of the City of Chicago.

**All applications for this position must be submitted via email and must include a resume and cover letter. E-mail to: [hr@chicagoelections.gov](mailto:hr@chicagoelections.gov) and include in the subject line: Director of Purchasing/YOUR NAME. The posting will remain active until filled.**

**The Board is an Equal Opportunity Employer.**

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