

McHenry County, Illinois

Director of Purchasing

McHenry County, IL (308,760) known for its perfect balance of culture, recreation and community is one of three counties in the state with a Triple A bond rating. This vibrant county is seeking an innovative, energetic, well-rounded purchasing professional interested in serving as their next Director of Purchasing.

McHenry County is located approximately 60 miles northwest of Chicago and is home to 30 communities and is one of the five collar counties of Chicago area. The county seat is located in Woodstock, IL. McHenry County has a vast amount of recreation area with 25,021 acres of open space in the McHenry County Conservation district. Residents enjoy a range of lifestyles from historic villages to relaxed lakeside living to more rural farms. An extensive transportation network is available and provides access via rail or highway to downtown Chicago. McHenry County possesses a strong tax base, modern facilities and a highly dedicated group of professional employees. The County budget is \$216,660,132.

The County is seeking confident, progressive candidates interested in serving as their next Director of Purchasing. The purchasing department will serve 28 departments in their purchasing needs including the Sheriff, the Health Department, the Coroner, the 22nd Judicial Circuit Court, and Valley Hi Nursing and Rehab Center. This person will serve as the principal public purchasing official for the County and will be responsible for the centralized procurement process. The new Director will report to the Associate County Administrator - Finance.

The Purchasing Department is responsible for the timely procurement of all goods and supplies, equipment, services, construction and professional services required by the County. The position involves contract administration and execution, interpretation of purchasing policy, and supervision of two (2.5) buyers, an administrative assistant and two (2) mail clerks. Establishing and maintaining excellent working relationships with internal customers is essential.

Qualified individuals will be expected to have:

- A minimum of eight to ten years of progressively responsible supervisory experience in a purchasing environment or similar function which includes interacting with the public and elected/appointed officials.
- A basic background in construction projects and related construction documents is required.
- A high attention to detail to ensure all legal requirements and compliance to State regulations and the County's purchasing ordinance in the acquisition and disposal of goods and supplies.
- A bachelor's degree in Business Administration, Public Administration or related field.
- Applicants should possess or be able to secure the following within the first six months of employment: Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) or Certified Purchasing Manager (CPM)
- A confident communicator who will seek innovation, present creative options and remain solutions focused.
- An innovative, hands on purchasing professional with a track record of collaboration with departments to develop specifications, evaluate vendors and secure appropriate and cost effective purchases.



- Technical knowledge of best purchasing methods and implementation of computer systems will be helpful.
- Demonstrate ability to work in a fast paced environment with a wide span of activities.

Starting salary range is +/- \$95,969, depending on qualifications and experience. Apply online at www.govhrusa.com/current-positions/recruitment with résumé, cover letter, and contact information for 5 professional references by December 8, 2017 to Kathleen Rush, GovHRUSA. TEL: (847)380-3240 or email: KRush@GovHRUSA.com.

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