



JOB ANNOUNCEMENT

Chief Contracts Expeditor

Chicago Department of Aviation
Design and Construction Division

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Salary: \$77,892.00

Essential Duties:

- Coordinates purchasing functions within the Chicago Department of Aviation Planning and Development group, working with and advising departmental staff on procurement procedures and requirements used in the competitive bid, task order service request (TOSR), request for proposal (RFP) and Request for Qualifications (RFQ) methods of procurement.
- Acts as a liaison between Chicago Department of Aviation, Planning and Development group, the Department of Procurement Services (DPS) and to facilitate all phases of the contract preparation process, preparing work plans and ensuring all components (e.g. DPS checklist) are completed.
- Works with Chicago Department of Aviation, Planning and Development group in coordinating the preparation of required documents including identification of funding, scope of services, specifications, compensation structure and other required supplemental documents for submission, review and processing.
- Participates as a member of evaluation committees in the review of final RFP and RFQ documents, the drafting of evaluation criteria and guidelines to review proposals, and the interviewing of potential suppliers/vendors.
- Oversees the preparation and processing of Department of Aviation, Planning and Development group contracts (e.g., preparing award notices, gathering boilerplate documents, reviewing and tracking contract packages).
- Serves as a point of contact for the Department of Aviation, Planning and Development group on matters related to contract development and processing.
- Develop and implement procedures and provide technical assistance to the Department of Aviation, Planning and Development group to ensure compliance with grantor and City policies.
- May participate on work teams to conduct fact-based negotiations with RFP and RFQ respondents and drafts memorandum providing recommendations for the selection of bidders/vendors.
- Coordinates the preparation and submission of Department of Aviation, Planning and Development group's contract documents including the preparation of detailed specifications by users, contract documents and other information and support documents required by the Department of Procurement Services.

- Assists in managing awarded contracts at the departmental level, maintaining communications with all parties involved to effectively monitor contracts for compliance with contract terms and conditions and to address and resolve any contract problems.
- Performs or directs lower-level staff (e.g. Contract Review Specialists) in monitoring contract expiration dates and preparing and processing contract modification forms for needed time extensions, vendor limit increases and price adjustments.
- May supervise staff engaged in compiling contract packages for submission to the Department of Procurement Services.
- Oversees the maintenance of contract records and files and prepares reports on the status of Department of Aviation, Planning and Development group's contracts, expenditures and related contract information.
- Researches and maintains a list of vendors supplying goods and services needed by Department of Aviation, Planning and Development group; maintains records of pre-qualified vendors and coordinates the preparation of task orders.

Additional duties may be required for this position

CHICAGO DEPARTMENT OF AVIATION

Location: O'Hare International Airport
 Division: Design and Construction Division
 Days Off: Saturday and Sunday
 Shift: Monday-Friday
 Hours: 8:00 A.M. - 4:00 P.M.

THIS POSITION IS IN THE CAREER SERVICE

Qualifications

Minimum Qualifications: Graduation from an accredited college or university with a Bachelor's degree, plus two years of work experience in the procurement of supplies, equipment or services, or an equivalent combination of education, training and experience.

NOTE: A valid State of Illinois driver's license is required.

NOTE: The candidates selected for hire must pass an airport background check and a Security Threat

Assessment.

SELECTION REQUIREMENTS: This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here.](#)

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

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

**City of Chicago
Brandon Johnson, Mayor**

Here is the link to the City of Chicago website:

<https://chicago.taleo.net/careersection/100/jobsearch.ftl?lang>

[Job Search - Basic Search - Taleo](#)

FOLLOW THE STEPS BELOW TO VIEW THE OPEN POSITION AT THE CDA

1. Visit flychicago.com/jobs or click the link above.
2. Click on the current open position at CDA.
3. Select the position – **Chief Contract Expeditor**

Chief Contract Expeditor (O'Hare)

\$77,892.00

Job #400357

07/18/24 - 08/01/24

1. The applicant must create a Candidate Profile to apply for the position. Once a profile is set up, the applicant will receive email alerts for new positions in the area of interest.
2. A job posting will remain online for a minimum of 14 business days.
3. All information must be completed on the application. The following documents should be attached (resume, cover letter, and transcripts.)