



Buyer

Forest Preserve District of Kane County

Contact Name: Shelley Kouzes

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Closing Date:

Salary: STARTING PAY RATE: \$31.90 - \$36.10 hourly (\$66,352 to \$75,092 annually.) A 2.9% increase to this range is proposed in the draft of the FY25/26 annual budget effective 7/1/25.

Description:

WORKSITE LOCATION: HEADQUARTERS/FVIA, GENEVA, IL

HOURS: FULL TIME, 40 HOURS PER WEEK, MONDAY - FRIDAY

POSITION SUMMARY

Under the direction and supervision of the Director of Finance, the Buyer performs work purchasing a wide range of materials, supplies, services and equipment at the most favorable price consistent with quality, quantity and specification requirements. Reviews, develops and consults with departments on technical specifications of products and services desired. Ensures cost effective purchasing through analysis, coordinates customers and documentation, and recommends and processes requisitions and purchase orders.

ESSENTIAL POSITION DUTIES & FUNCTIONS

Operations:

- Meets with department directors and managers to assess needs for materials and services; acts as resource for procuring said needs and assists in supplier interface and negotiation.
- Oversees the public bidding process; prepares and publishes bid proposals, schedules and conducts bid openings; prepares bid tabulations and bid abstracts, together with department staff makes recommendations for bid award; implements award documents; and ensures all legal requirements are met.
- Conducts follow-up with vendors awarded bids; secures certificates of insurance, bonds, etc.; ensures all necessary paperwork, including certified payroll and staff approvals, are submitted prior to vendor payment.
- Oversees the preparation, distribution, and awarding of the following:
 - a. Requests for Proposals (RFP) for services
 - b. Requests for Quotations (RFQ)
 - c. Invitations for Bids Issuanceincluding the execution of contracts for services and the compliance to contracts utilizing Bonfire.
- Negotiates with suppliers; analyzes requests for extensions or amendments to existing contracts

and makes recommendations for approval or alternative solutions to management.

- Performs statistical analysis of market conditions and District needs to determine necessary changes in contracting strategy.
- Oversees the ordering of supplies and materials; develops and oversees procedures to accomplish this including the purchasing credit card and the issuance of purchase orders.
- Audits materials and services for purchase price and quality to ensure proper compliance with contracts.
- Supports departments in planning the timely execution of annual or multi-year contracts and prepares necessary contract documents.
- Acts as a chief resource for State of Illinois Purchasing Contract Agreements and all other joint purchasing agencies and related government pricing plans.
- Edits and updates the Purchasing Policy and Procedures Manual.
- Manages project tracking & purchase orders in New World Systems ERP Software (Tyler Technologies product).
- Manages the disposal process of surplus vehicles, equipment and other assets in the Public Surplus online auction portal.
- Possesses and maintains a valid and current Illinois Driver's License free from suspension or revocation during term of employment; must maintain insurability with the District's fleet insurance carrier.
- Attends professional conferences, workshops and seminars as appropriate within budget parameters and with Department Head approval.
- Obtains and maintains all required licenses and certifications and keeps up-to-date on professional trends and developments related to position accountabilities.
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, the Employee Handbook, and applicable laws and regulations.
- Performs other duties as assigned.

Staff Supervision:

- Not applicable.

Additional duties and functions may be essential.

QUALIFICATIONS

- Minimum Age Requirement: 21 years of age.
- Education: Associate's degree in business, finance, accounting, or other related field. Bachelor's degree preferred.
- Experience: Three (3) years of purchasing experience required, preferably in governmental purchasing.
- Intermediate experience in Microsoft Excel and Microsoft Word required.
- Certifications/Licenses: Certified Public Purchasing Buyer (CPPB) or Certified Public Procurement Officer (CPPO) from the National Institute of Governmental Purchasing (NIGP) or other relevant procurement certifications preferred.
- Experience with Bonfire eProcurement Solutions preferred.
- Experience with New World Systems ERP, a product of Tyler Technologies, preferred.

Compensation and Benefits

The starting pay rate for this position is \$31.90 - \$36.10 hourly (\$66,352 to \$75,092 annually.) A 2.9% increase to this range is proposed in the draft of the FY25/26 annual budget effective 7/1/25. This position is eligible for the District's full-time benefits. Interested applicants may learn more about the District's competitive compensation program and benefit plans at kaneforest.com/careers.

How to Apply

Apply online at www.kaneforest.com/careers.

ADA

Persons requiring reasonable accommodations under the Americans with Disabilities Act are asked to contact the Human Resources Department at 630-208-8662 or by email at HRForest@kaneforest.com.

AN EQUAL OPPORTUNITY EMPLOYER