

# Collin County Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Susan Hayes  
First Name Middle Initial Last Name

Honoree's Job Title: Buyer II

Department: Purchasing

Years of Service with the County: 8

Why the Honoree is receiving a GEM Award including dates:

Susan approaches her position as a Buyer II with grit, professionalism, and a willingness to put in what is needed to get the job done. Susan, although she has served the County for approximately eight years, has been in the Buyer II position for just at a year. Susan has shown an excellence in service in the past year as she has transitioned into her new position, providing help on numerous emergency assignments while continuing with her day-to-day tasks. Susan also provided assistance to the new employee taking over her previous position to allow for a seamless transition.

Susan stayed in constant communication with the furniture vendor, the department, and construction in order to coordinate the purchase and delivery of furniture for the new JP2 office. She also helped coordinate the breakdown and move of existing furniture from Farmersville to Lavon. The project was delayed several months, which required a coordination of the storing of the new furniture, all of which Susan was instrumental in. She continued working diligently on this task while learning all her new duties as a Buyer II and also helping train the new employee in her previous position.

Susan was also a key coordinator of a very quick turnaround in business processes, administration, and formal approvals for a surprise assignment and assumption of one of our larger contracts from Office Depot to ODP Business Solutions. Susan coordinated the agenda item, the review of the cooperative contract, adding the "new" vendor into the system, and also the transition of existing BPOs and new requisitions in the matter of just a few days' notice from the vendors.

Susan's first year as a Buyer II has been filled with emergency needs by her departments that she has handled very professionally and quickly within the parameters of purchasing codes and requirements while still handling her own regular workload.

Approved by elected official or department head on the 15 day of July, 2022

  
Signature of Elected Official  
Or Department Head

Michelle Charnoski, Purchasing Agent  
Printed Name