



JOB DESCRIPTION

TITLE: ASSISTANT MANAGER, PROCUREMENT

DEPARTMENT: Finance

Job Desc. Last Updated: N/A

GENERAL ACCOUNTABILITY

Reporting to the Manager, Supply Chain Management, the Assistant Manager, Procurement is responsible for the day-to-day operation of the Procurement Unit. This includes overseeing assigned purchasing activities and ensuring compliance with current Trade Agreements, City Procurement Policies, Standard Operating Procedures (SOPs) and set guidelines. The Assistant Manager provides advice and guidance to staff on various procurement matters including unusual, complex, and major purchases and is responsible for establishing and maintaining a standard of procurement excellence.

Considerable independent judgment and action is expected, with only matters of major impact or policy discussed with the Manager, Supply Chain Management.

NATURE AND SCOPE OF WORK

Supervises and manages the Procurement Unit staff. Schedules and monitors work, appraises employee performance, handles training requests and deals with disciplinary problems.

Organizes, directs, and controls the activities of personnel engaged in reviewing requisitions, preparing tender and bid documents, vendor sourcing, bid solicitations, procurement, analysis of bids, award recommendations, changes to suppliers and cancellation or modification of contracts and purchase orders.

Assists in the administration and maintenance of computerized procurement systems.

Determines requirements and specifications for new software applications. Tests and evaluates software used by the department as required, liaising with City staff and software vendors.

In consultation with the Manager, provides training on procurement for all City staff and education to the vendor community concerning procurement policies and practices, and planned procurements.

NATURE AND SCOPE OF WORK cont.

Liaises with the vendor community, associations, and groups to establish a good working relationship.

Liaises with internal City groups on procurement matters. i.e. the Approved Product List (APL) Committee, the Sustainable Procurement Working Group, etc.

Analyzes and stays current on procurement trends to ensure compatibility with current procurement goals and objectives.

Ability to establish and maintain effective working relationships with a variety of internal and external contacts. Proven team player with the ability to work collaboratively.

Analyzes City spend and develops strategies to ensure compliance with Trade Agreements.

Responds to inquiries and provides information to City staff and external customers regarding the City's Purchasing Policies.

Assists the Manager, Supply Chain Management in the performance of their duties.

Conducts special projects involving matters and areas of responsibility.

Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of Trade Agreements, policies, principles and practices of procurement specific to a public entity.

Thorough knowledge of developing and applying procurement strategies, application of competitive bidding and contract law, and negotiation strategies.

Thorough knowledge of materials, services, professional services and construction as required by a municipal government.

Considerable knowledge of risk mitigation strategies including insurance requirements, financial security, and others applicable to contracted services for a municipal environment.

Considerable knowledge of the *Freedom of Information and Protection of Privacy Act*.

Considerable knowledge of financial control procedures relating to procurement, cost control, and invoicing.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Extensive knowledge of the development, implementation, and administration of computerized procurement systems inclusive of e-procurement and ERP solutions. Ability to review and analyze software, identify issues, propose solutions, and effectively communicate with software providers, and implementers, and consultants.

Ability to stay current on a wide variety of matters affecting procurement such as local, domestic and global supply chain challenges, general business conditions, and changes to government regulations.

Ability to plan, organize, manage, direct, and monitor programs, services, and personnel.

Ability to prepare concise and complex reports and correspondence.

Excellent customer service skills, including the ability to evaluate problems impartially to resolution.

Ability to communicate effectively, verbally and in writing.

Ability to foster an environment of open communication within a team concept.

Ability to work under pressure, manage multiple priorities, meet deadlines and respond to requests in a timely manner.

Strong organizational skills and self-motivation.

Ability to analyze data, develop Key Performance Indicators (KPIs); assess and identify gaps; develop and implement corrective measures to meet established goals.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's Degree in Supply Chain Management or related discipline from a recognized educational institution.

A minimum of 3 years' related experience in a variety of procurement practices, including proven experience in municipal government and supervisory experience.

An equivalent combination of education and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Membership in or eligible for membership in applicable professional designation from a recognized supply chain association.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS cont.

Satisfactory Criminal Record Check

Possess a valid Class 5 BC Driver's License.

GENERAL STANDARDS

Managers and Supervisors shall ensure the health and safety of their employees by demonstrating support and participation in all aspects of the Occupational Health and Safety (OHS) Program, communicating hazards and expectations of safety, maintaining safe work areas, and assigning work to trained persons.

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes to maintaining a respectful, safe, and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity, and fairness.

Adheres to City policies and objectives.