JOB DESCRIPTION

TITLE: **MANAGER, SUPPLY CHAIN MANAGEMENT**

DEPARTMENT: **Finance**

Job Desc. Last Updated: Oct 2026

GENERAL ACCOUNTABILITY

Reporting to the Director, Finance, the Manager, Supply Chain Management leads and oversees the City's supply chain function, ensuring the effective, compliant, and value driven acquisition of goods and services in support of municipal objectives. The role provides leadership to the Supply Chain Management team and strategic advice on procurement, inventory and warehousing, contract management and asset disposal matters across the organization. The Manager, Supply Chain Management promotes procurement best practices, continuous improvement, operational efficiency, effective risk management and strong relationships with internal stakeholders, suppliers and external partners.

The Manager, Supply Chain Management exercises considerable independent action and judgment in their daily work, specifically in the areas of procurement, inventory control, and asset disposal. Performance is evaluated in terms of achieving departmental objectives, and in the quality of service provided to users.

NATURE AND SCOPE OF WORK

Directs, coordinates, and oversees the procurement of goods and services, including construction and capital projects, technology, consulting and professional services, and other goods and services required to support departmental operations.

Oversees the procurement and contract management lifecycle, including requisition review, sourcing strategy, solicitation development and issuance, evaluation, negotiation, contract award, change order management, contract compliance, and supplier performance.

Oversees inventory control for two warehouses and provides best-practice guidance to staff responsible for purchasing, stockkeeping, and issuing inventory.

NATURE AND SCOPE OF WORK cont.

Develops and implements supply chain strategies, policies, procedures, standards and performance measures that support organizational objectives, regulatory requirements, value for money and effective risk management.

Provides oversight of the asset disposal process.

Oversees the maintenance of purchase order files, inventory records, supplier records, and current purchasing information.

Reviews and provides recommendations on procurement and contract awards that exceed the position's delegated purchasing authority, in accordance with the City's established approval authorities.

Maintains effective business relationships with suppliers and communicates information to suppliers, bidders, and proponents regarding the City's procurement policies and practices.

Leads and supervises the Supply Chain Management section, establishes work priorities and performance expectations, allocates resources, supports employee development, and participates in recruitment, performance management and other personnel matters in accordance with City policies and collective agreements.

Provides advice and guidance to Senior Management, Council, and staff on procurement and supply chain matters.

Performs additional duties and responsibilities as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Thorough knowledge of the principles, practices, legislation, and regulatory requirements applicable to public-sector procurement and supply chain management, including competitive bidding and tendering.

Thorough knowledge of modern procurement practices, including strategic sourcing, procurement planning, solicitation development and evaluation, construction contracting, contract development and management, negotiation, and supplier performance management.

Considerable knowledge of inventory and materials management practices, including purchasing, stockkeeping, warehousing, inventory control, and asset disposal.

Considerable knowledge of market conditions and factors affecting the procurement of goods and services, including availability of supply, commodity pricing, market trends, government regulations, and tariffs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Knowledge of financial controls and procedures related to procurement, purchasing, inventory management, and payment processing, including the use and administration of computerized procurement and inventory systems.

Ability to develop and apply appropriate procurement strategies and to evaluate price, quality, risk, specifications, market conditions, and other relevant factors in making procurement and contract award decisions.

Ability to interpret legislation, policy, contractual requirements, and complex procurement matters and provide clear, practical advice and guidance to Senior Management, Council, and staff.

Ability to analyze complex issues, recognize interrelationships and risks, exercise sound judgment, and develop practical solutions.

Ability to prepare clear, concise, and complex reports, recommendations, procurement documents, contracts, and related correspondence.

Ability to plan strategically, establish priorities, manage competing demands, and anticipate future procurement and supply chain requirements.

Ability to lead, supervise, and develop employees by establishing clear expectations, providing direction and feedback, promoting accountability, and supporting employee development.

Ability to build and maintain effective working relationships and communicate tactfully and effectively with City staff, elected officials, suppliers, contractors, other government agencies, and the public.

Ability to foster collaboration, open communication, continuous improvement, and a high standard of service within a team environment.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Bachelor's degree in Supply Chain Management, Business Administration, Commerce, or related discipline from a recognized educational institution and professional certification from a recognized Supply Chain Institution.

A minimum five years' of progressively responsible related experience, including management or supervisory experience, preferably in a municipal or public-sector procurement and warehousing environment.

An equivalent combination of education, training and experience may be considered.

REQUIRED LICENCES, CERTIFICATES, AND REGISTRATIONS

Satisfactory Criminal Record Check.

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 in 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.