



JOB DESCRIPTION

TITLE: **PROCUREMENT SPECIALIST**

DEPARTMENT: **Finance**

LEVEL: **11**

Position Last Evaluated: Dec 2014

Job Desc. Last Updated: Feb 2024

JOB SUMMARY

Under the direction of the Assistant Manager, Procurement, the incumbent procures a wide variety of supplies, materials, tools, equipment, and services for City departments. This involves reviewing requisitions, preparing tender and bid documents, vendor sourcing, bid solicitations, procurement, analysis of bids, and award recommendation. The Procurement Specialist performs administrative duties related to procurement, purchasing, and inventory of City of Nanaimo assets.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Procurement of a wide variety of supplies, materials, tools, equipment, and services by providing practical procurement planning advice on timing, use of RFx bid documents, pricing strategies, clear specifications, contracts and/or terms and conditions, contract KPIs, risk assessment, insurance, financial security, delivery requirements, and best value evaluation criteria.
2. Ensures procurement policies are adhered to; administers the procurement process by preparing bid documents, sources vendors, conducts site/pre-bid meetings, issues addenda, prepares summary and analysis of bids, assists evaluation committees, recommends award of contracts and ensures fairness and transparency is maintained throughout the process.
3. Provides functional direction, training, and guidance to departments across the City. May provide orientation to new or temporary staff.

TYPICAL DUTIES AND RESPONSIBILITIES cont.

4. Performs project wrap-up procedures such as placing orders for purchases, creating contracts, monitoring vendor performance and contract conformance, intervening when contract performance is in question, processing contract extensions and amendments, and resolving invoice, delivery and quality issues.
5. Performs various administrative duties including maintaining contract files, providing pricing, delivery information and product information to departments.
6. Prepares and maintains accurate records and documentation on all solicitations, responses, contracts, and correspondence consistent with established processes.
7. Researches, collects, analyzes, and interprets information as it relates to the development of RFx bid documents.
8. Responds to general inquiries and provides information to City staff and external customers regarding the City's Purchasing Policy.
9. Performs other duties as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Extensive knowledge of current methods and procedures involved in Purchasing, Materials Management, Inventory Control and Transportation.

Considerable knowledge and experience developing procurement strategies and developing and issuing formal open market opportunities.

Considerable knowledge of current laws of competitive bidding and contract law.

Considerable knowledge and experience negotiating and contracting various kinds and types of agreements for the procurement of goods and services for municipal operation and construction projects.

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

Knowledge and understanding of the applicable rules and policies governing departmental activities, including trade agreements related to public procurement.

Knowledge of Commercial Comprehensive General Liability Insurance, Professional Liability Insurance requirements, bid bonds, and performance bonds applicable to purchasing contracted services.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES cont.

Ability to communicate with courtesy and tact in order to obtain and/or distribute routine data or information to internal and external customers. This may involve the ability to probe for information and clarification.

Ability to plan, prioritize, and have strong organizational skills, and work with minimum supervision.

Ability to implement high level procurement concepts and strategies.

A team player who is able to adapt to a changing environment.

Ability to exercise considerable independent judgment and action within approved Purchasing Policy to meet deadlines and to work under pressure due to volume of work and frequency of interruptions.

Knowledge of computerized procurement systems including enterprise resource planning and e-procurement solutions.

Proficient computer skills in word processing programs (such as Word), spreadsheet programs (such as Excel), and Municipal computer programs (such as SAP, Unit4).

MINIMUM TRAINING AND EXPERIENCE REQUIRED

Diploma in Business Administration or professional certification from a recognized supply chain institution.

Minimum 4 years' purchasing experience.

Or an equivalent combination of education and experience.

Possession of a valid Class 5 BC Driver's Licence.

GENERAL STANDARDS

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 & Safety (OH&S) 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.

GENERAL STANDARDS cont.

Adheres to City policies and objectives.