

Job Details

Job Title	Procurement Coordinator
Department	Finance
Classification	Union – CUPE Local 118
Date of Last Revision	August 2024
Term	Permanent Full-time
Rate of Pay	\$47.51 per hour (2024 rates)

Job Description

Summary

Under the direction of the Manager of Financial Services, this position is responsible for the management and maintenance of the Alberni-Clayoquot Regional District's (ACRD) procurement program and contract administration. This position will oversee the procurement process from inception to completion; working closely with ACRD staff and external vendors to ensure compliance with purchasing procedures and responsible for the centralized administration of the ACRD's contracts, leases, and agreements.

Duties and Responsibilities

The following are examples of the types of work associated with this position. Other activities may be assigned.

Procurement:

- Prepares and/or oversees the bid solicitation process; including planning, sourcing, purchasing, and ensuring delivery of a wide variety of items; and facilitating the competitive bidding process.
- Prepare, advertise and monitor bid opportunities for ACRD departments.
- Preparing documents, providing administrative support for the public tender openings, facilitating the evaluation process, and administrative and technical review of contract agreements.
- Supports Department Managers in determining the appropriate procurement process and in the preparation of procurement documents, coordinating and administering all phases of the procurement process including developing quotes, tenders, proposals, contracts and other procurements.
- Provides input into modifications or improvement of ACRD procurement policies, procedures and practices.
- Monitor risk for the organization and identify any opportunities for cooperative group buying partnerships and piggyback opportunities to maximize efficiencies.

- Ensures compliance with all applicable ACRD policies, bylaws, regulations and legislation related to the competitive procurement process for public entities.
- Develops and introduces emerging best practices of public procurement including social and strategic procurement.
- Develops and introduces best practices for evaluating suppliers, negotiating contracts and ensure that all competitions are conducted in a timely and legally enforcement manner.
- Write required reports to the ACRD Board to award tenders, contracts, and other areas requiring Board approval.
- Develops and maintains regular reporting on procurement activities status for Manager of Financial Services, CFO and Board.

Contract, Lease and Agreement Administration

- Oversees the ACRD's overall contract, lease and agreement administration program including the preparation, renewal and revision of applicable documents.
- Ongoing review of contracts, leases, and agreements in order to effectively address potential risk exposure.
- Liaising between parties regarding contract development, and negotiations regarding terms and conditions, and drafting and revising changes as required.
- Collects and reviews Vendors insurance certificates, permits and licenses for vendors performing services and entering into agreements with the ACRD.
- Assists with the administration of the ACRD's insurance coverage and the handling of all third party liability claims made against the ACRD.

Accounting

- Assists in the development of periodic reporting to the Board of Directors.
- Assists in managing the ACRD's investment portfolio including the recording of interest earned.

General Duties

- Assist the public with inquiries.
- Prepare correspondence, reports and memoranda as required.
- Liaise with internal and external contacts.

Supervision

Immediate Supervisor – Manager of Financial Services

This position is responsible for the following:

- Provide guidance, instruction and direction to others
- Schedule and coordinate the work of others
- Train and develop others

Authority and Decision Making

Problem solving

- Develop, maintain and update procedures to coordinate procurement activities and contracts.
- Ability to analyze and evaluate bid submissions.
- Can rely on previous experience to deal with issues pertaining to the applications.

Job task planning

- Significant variety in work activities with no set structure or routine; different work plan required each day
- Has wide scope to determine order or tasks within constraints of an overall framework, a trade practice or professional standards for doing a job or a project work plan
- Work priorities are set by the worker, subject to confirmation or approval by superiors
- Disruptions occur but can return to work plan after disruption, no new work plan is required
- Some coordination of work plan with the work plans of others required to schedule access to shared tools and equipment, for example
- Several sources of work assignments with possibility that there may be competing or conflicting demands on time; however, there established criteria or procedures for deciding between assignments
- Sequences multiple tasks for efficiency

Decision Making

- Exercise independent judgement in completing assigned tasks in accordance with ACRD policies and procedures.
- Errors has some minor consequences but can be rectified with some minor work.
- Decisions can be reversed with some inconvenience or difficulty; decision is reversible but options are reduced.
- All information relevant to the decision is known.
- Set procedure or decision tree to follow but there are grounds for exceptions that may require some discretion or interpretation.
- Need to consider several well defined factors to make an appropriate decision in cases where the consequence of error is low; may involve using technical knowledge.
- Exercising professional judgement with contract management.

Budgetary Authority

- As per Board policy

Coverage for this Position

- Covers this position – Manager of Financial Services

Job Specifications

Education/Training

- Completion of Grade 12
- Post-secondary degree in Commerce, Business Administration or related field, OR
- Completion of the Supply Chain Management Professional designation (SCMP) or equivalent purchasing certification

Experience

- Minimum of 2 years of experience primarily engaged in public procurement, preferably in a local or regional government or other government setting
- Equivalent combination of education and experience may be considered

Occupational Certificates, Licenses, Professional Designations or Registrations

- Valid Class 5 BC Driver's License

Knowledge

Considerable	<ul style="list-style-type: none">• Local government operations• Laws, policies, procedures, practices, and trends related to public sector procurement, contracting and risk management
Extensive	<ul style="list-style-type: none">• Sound understanding of the principles of procurement and contract management including applicable Provincial and Federal statutes, legislation and regulations• Advanced level proficiency with Microsoft Excel, Microsoft Word

Skills and Abilities

Abilities

- Considerable knowledge of the laws of competitive bidding, purchasing policies and procedures, methods, practices and standards and contract administration.
- Ability to perform research and analysis of products, services, supplies, materials and equipment and prepare reports and recommendations.
- Ability to evaluate quality and price elements and determine suitability of goods and services.
- Ability to develop and maintain effective working relationships with a variety of internal and external contacts.
- Ability to prepare specifications, contracts, and bid documents for a variety of products and services and to monitor and administer such contracts.
- Ability to provide assistance and advice to departments on purchasing matters.
- Ability to communicate effectively orally and in writing.

Literacy and Communication Skills

- Reading complexity and comprehension– read and understand material such as very specialized documents and contracts, interpret dense and complex texts, make high level inferences and use specialized knowledge.
- Writing – standard memos, letters or detail forms, progress reports, procedures, non-standards letters, reports to the Board, and specialized reports.
- Mathematical operations such whole number, decimals, rounding, percentage operations and conversion, fraction operations, converting numbers expressed in one form to a different form, positive and negative numbers, ratios and averages, basic algebra, and order of operations, exponents.

Computer Skills – the following types of programs

- Communication software such as emails, calendars and contract lists
- Word processing programs
- Spreadsheets

Interpersonal Skills

- Strong leadership skills and the ability to lead change, introduce new concepts, and appropriately recruit the help of leadership to accomplish change.
- Explain and exchange information with contractors, suppliers, elected officials, employees within the organization, the public, professionals and representatives of other levels of governments or organizations, salesperson and volunteers.
- Strong negotiation skills.
- Courteously handle complaints from the public.
- Work in a cooperative and courteous manner.