



## **Manager of Procurement & Contract Administration – Term (est. 1 yr)**

*Nestled in the heart of the Okanagan Valley, Summerland is a picturesque community with a population of approximately 11,600 residents. The District of Summerland boasts a small-town atmosphere, beautiful outdoor environment and a great quality of life. Residents and tourists enjoy easy access to spectacular beaches and parks, scenic biking and hiking trails, beautiful orchards and vineyards.*

The District of Summerland is seeking an experienced Manager of Procurement & Contract Administration for a term position during a maternity leave. The successful candidate will provide advice, guidance, advanced technical support, and expertise in all aspects of purchasing and contract management for all District departments.

The successful applicant liaises with departments on the development of requirements and evaluation criteria; prepares competitive procurement documents and contracts; and facilitates the timely procurement of a wide range of goods and services. Considerable independent judgement and action is exercised within the framework of established policies and budget constraints. The incumbent will also be preparing non-vendor agreements, such as leases and memorandums of understanding, and assisting with the corporate insurance and risk management program.

We are seeking an individual with the following:

- Degree in Business Administration, Public Administration or a related field, or an equivalent combination of education and experience.
- Professional designation such as Certified Public Procurement Officer (CPPO), Certified Professional Public Buyer (CPPB) or Supply Chain Management Professional (SCMP) designation preferred.
- Minimum of five (5) years procurement and contract administration experience, ideally some in a senior or management role.
- Strong contractual practices and the ability to understand legal and technical documents.
- Considerable knowledge of the laws, policies, procedures, practices, and trends related to public sector procurement, contracting, and risk management.
- Sound knowledge of the functions and requirements of the various municipal departments served.
- Ability to present ideas effectively orally and in writing.

The District of Summerland offers a competitive salary and benefits package. Please visit [summerland.ca/jobs](http://summerland.ca/jobs) for a detailed job description. To apply for the position, please send a cover letter and resume (in PDF format) to [hr@summerland.ca](mailto:hr@summerland.ca) by 4pm January 4, 2021 quoting Competition No. 20-30.

*We thank all applicants in advance for their interest, however; only those under consideration will be contacted.*