



Manager of Procurement & Contract Administration

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, motivated professional for a newly created Manager of Procurement & Contract Administration position. Reporting to the Director of Finance, 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 will be responsible for timely procurement of a wide range of products and services through the selective quotation and formal tender procedures; process requisitions and purchase orders, along with reviewing contract specifications, grant administration, monitoring expenditures against budgets, performing site inspections and resolving various non-compliance issues for assigned contracts.

We are seeking an individual with sound judgment who holds a degree in Business Administration, Public Administration or Commerce complimented with a Supply Chain Management Professional (SCMP) designation (or an equivalent combination of education and experience). The ideal candidate will have a minimum of 5 years professional experience. Local government experience will be considered an asset. The successful candidate will bring strong contractual practices and the ability to understand legal and technical documents, along with considerable knowledge of the policies, procedures, methods, practices, standards and laws related to public sector purchasing.

The ability to maintain effective working relationships with a variety of internal and external stakeholders and present ideas effectively orally and in writing is also a key requirement for this role.

The District of Summerland offers a competitive salary and benefits package as well as continued career and professional development. To apply for the position, please send a cover letter and resume (in PDF format) to hr@summerland.ca by **October 28, 2018** quoting Competition No. 18-25.

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