



## POSITION DESCRIPTION

<b>TITLE:</b>	MANAGER OF PROCUREMENT & CONTRACT ADMINISTRATION
<b>DEPARTMENT:</b>	CORPORATE SERVICES
<b>ORGANIZATIONAL RELATIONSHIPS</b>	
<b>REPORTS TO:</b>	DIRECTOR OF CORPORATE SERVICES
<b>SUPERVISES:</b>	N/A
<b>COORDINATES WITH:</b>	DIRECTOR OF CORPORATE SERVICES, ALL STAFF AND PARTICULARLY MANAGEMENT STAFF WITH RESPECT TO PROCUREMENTS, VENDORS, CONSULTANTS, LEGAL COUNSEL, INSURANCE BROKERS
<b>REVISION #:</b>	01: NOVEMBER 2020

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## POSITION SUMMARY

This position provides advice, guidance, advanced technical support, and expertise in all aspects of procurement and contract management for all District departments. This position is the subject matter expert with respect to purchasing and procurement and is solely responsible for overseeing the procurement activities of the District.

The incumbent 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 also supports the Corporate Services function by preparing non-vendor agreements, such as leases and memorandums of understanding, and assisting with the corporate insurance program and risk management.

## KEY RESPONSIBILITIES

### PROCUREMENT:

- Establish and facilitate competitive procurement processes from end-to-end.
- Develop and update processes, procedures, and templates to provide consistent, effective service, ensure alignment with best practices, maintain or enhance integrity.
- Provide guidance to departments on the development of specifications, scopes of work, and evaluation criteria for various goods and services.
- Review and assess non-competitive procurement requests.
- Liaise with a variety of internal and external contacts such as engineers, project managers, contractors, suppliers and attorneys on matters related to the work.
- Assess the impact of any changes in legislation or legal case precedents and make appropriate adjustments to policies, procedures, and documents to ensure compliance.

- Work with departments to incorporate environmental sustainability, resilience, and adaptation to changing climate conditions into procurement requirements.
- Identify opportunities to incorporate social procurement practices into procurement processes.
- Prepare and maintain procurement records. Ensure that records are being retained as required.
- Assist departments with asset disposal at end of lifecycle.

#### **CONTRACT ADMINISTRATION AND VENDOR MANAGEMENT:**

- Prepare vendor contracts and contract amendments; manage contract renewals.
- Prepare non-vendor contracts, such leases, licenses of occupation, memorandums of understanding, and other agreements.
- Review terms of external contracts, liaising with external legal counsel where appropriate.
- Assist departments with vendor performance management process and help resolve contract disputes and challenges.
- Ensure that contract records are being retained as required.

#### **RISK MANAGEMENT & INSURANCE:**

- Support Director of Corporate Services with corporate insurance program and risk management.
- Determine insurance and bonding requirements for various contracts, consulting with insurance agents as required.
- Receive, track and retain proof of insurance and bonding related to contracts.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

#### **QUALIFICATIONS, SKILLS AND ABILITIES**

- 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 establish and maintain effective working relationships with a variety of individuals.
- Ability to present ideas effectively orally and in writing.