

School District #42 (Maple Ridge – Pitt Meadows)

PROFESSIONAL STAFF POSITIONS

TITLE:	MANAGER, PROCUREMENT
REPORTS TO:	Assistant Secretary Treasurer
DATE:	April 2018
LOCATION:	District Education Office

CORE FUCTION

Reporting to the Assistant Secretary Treasurer, the Manager, Procurement oversees and manages all purchasing systems, processes and staff to ensure effective and efficient functioning of Procurement department.

RESPONSIBILITIES:

- 1) Supervises purchasing staff, District courier(s), and record storage.
- 2) Develops, implements, and maintains District purchasing policies, procedures and practices.
- 3) Assesses the efficiency and effectiveness of purchasing functions performed throughout the District, and recommends/establishes appropriate changes as required.
- 4) Develops and maintains an effective data system that tracks purchases within the District.
- 5) Negotiates with District Managers and establishes processes to enhance central purchasing as appropriate to ensure that economies of scale are optimized.
- 6) Maintains an awareness of domestic and international availability of goods and services, ensuring that due consideration is given to carbon neutrality and environmental issues.
- 7) Ensures essential items and services are available in sufficient supply to meet District needs.
- 8) Directs training needs of all purchasing staff throughout the District.
- 9) Directs and assists purchasing staff at all levels in establishing the effectiveness of inventory control systems, reserve levels, reorder points and general materials management.
- 10) Establishes and manages appropriate purchasing systems, contracts and controls to ensure that District and departmental obligations are met.
- 11) Represents the District in initiatives related to the procurement of supplies or services.
- 12) Negotiates and manages major acquisitions and leases of goods and services including cell phones, photocopiers, telephones and computers.
- 13) Develops and manages the Purchase-Card System.
- 14) Coordinates purchasing for new schools and equipment required for major renovations.

- 15) Develops, implements and manages a district-wide Air Miles Program.
- 16) Liaises with lower mainland school districts and colleges in cooperative purchasing initiatives.
- 17) Ensures Ministry reporting requirements and guidelines are met.
- 18) Provides an effective and efficient mail & courier service throughout the district.
- 19) Performs other related duties as required.

QUALIFICATIONS:

- 1) A minimum level 4 of the PMAC professional certification program or a degree in Business Administration or the completion of the 4th year of the CGA/CMA.
- 2) Minimum seven years experience in a purchasing department with at least four years in a management capacity, or a combination of experience and training sufficient to have acquired a working knowledge of accounting, contract law and insurance
- 3) Detailed knowledge of purchasing processes including proposal process, tendering process, and various purchase order systems such as Purchase Orders, Minor Orders, and Kaiser Systems. Detailed knowledge of the inventory processes including set up and operations.
- 4) Proven leadership, supervisory, negotiation and problem-solving skills.
- 5) Ability to communicate and report effectively.