



The **DISTRICT OF CENTRAL SAANICH** is seeking an experienced
PURCHASING COORDINATOR – Temporary/Casual
Competition Number 2022-05

The District of Central Saanich, located on the Saanich Peninsula of Southern Vancouver Island enjoys the reputation of being among the best locations in Canada to work, live and play. Central Saanich is bounded on both the east and west by ocean and is known for its scenic rolling countryside and bounty of farms. This community of 18,000 residents has a vibrant, small village character and includes the Tsawout and Tsartlip First Nations; and it is central to all amenities of the Greater Victoria area.

Reporting to the Director of Finance and Technology, this position supports the delivery of District programs and services by ensuring the availability of material, equipment and contracted services. This position is responsible for coordinating procurement of vehicles, equipment and services under the Sustainable Purchasing Policy. This position requires considerable independent judgement and action within the framework of established policies, standards and budget constraints. This position coordinates and leads purchasing functions, including providing advice and support to other departments on purchasing practices and contracting processes and works closely with employees to ensure that the provisions of the Sustainable Purchasing Policy are followed. This position requires a high level of time management and organization skills and the ability to work independently to prioritize work to meet deadlines. Strong communication and relationship building skills are required to maintain effective working relationships with employees, vendors, service agency representatives and the general public.

Please see the attached job description for further information on the duties and requirements of the role.

To ensure the health and safety of our workplace, all external applicants will be required to provide a confirmation of vaccination status.

The pay rate for this temporary, casual position is \$36.80 - \$39.80/hr (2022 rates). The hours and days of work for this position can be flexible. Interested candidates are invited to submit their resume and covering letter, quoting the competition number to resume@csaanich.ca . This competition will stay open until filled.

The District of Central Saanich thanks applicants for their interest, and advises that only those candidates under active consideration will be contacted.

1903 Mt. Newton Cross Road, Saanichton, BC Canada V8M 2A9

P: +1 (250) 652-4444

E: resume@csaanich.ca

W: CentralSaanich.ca



Job Description Purchasing Coordinator (pay grade 55)

General Accountability

Reporting to the Director of Finance and Technology, this position supports the delivery of District programs and services by ensuring the availability of material, equipment and contracted services. This position is responsible for coordinating procurement of vehicles, equipment and services under the Sustainable Purchasing Policy.

This position requires considerable independent judgement and action within the framework of established policies, standards and budget constraints. Duties include assessing needs, performing research/analysis of products/services, consultation and coordination with end users, data analysis, report writing, administration of the competitive bid process and contract management.

This position coordinates and leads purchasing functions, including providing advice and support to other departments on purchasing practices and contracting processes and works closely with employees to ensure that the provisions of the Sustainable Purchasing Policy are followed.

This position requires a high level of time management and organization skills and the ability to work independently to prioritize work to meet deadlines. Strong communication and relationship building skills are required to maintain effective working relationships with employees, vendors, service agency representatives and the general public.

Illustrative Duties

- Coordinates and leads procurement of goods and services in compliance with the District's Sustainable Purchasing Policy (including: pre-qualifications, request for quotations, tenders, request for proposals, requests for qualifications, requests for information, contracts and contract extensions, etc.)
- Determines appropriate procurement methods and processes for a wide range of materials, vehicles, equipment and services
- Advises employees on purchasing policy and procedures and helps to ensure compliance
- Reviews invoices to ensure correct and timely payments can be made
- Coordinates and leads the purchasing process for annual service contracts
- Maintains and updates relevant Finance and Purchasing related policies and processes under the guidance of the Director
- Maintains purchasing records in accordance with the District's records management program
- Completes annual reporting as required under the Sustainable Purchasing Policy
- Follows all corporate policies and processes
- Participates in emergency duties in the event of an emergency or disaster

- Perform other related duties as required

Knowledge, Skills and Abilities on the Job

- Advanced knowledge of the principles of purchasing and contract management
- Advanced level of knowledge with computerized administrative software and office technology such as Microsoft Office; will also be responsible to learn District specific software such as: iCompass, Vadim, and Tempest
- Working knowledge of local government purchasing and risk management principles, practices, procedures and systems
- Working knowledge of the Freedom on Information and Protection of Privacy Act (FOIPPA) and how it relates to purchasing
- Ability to work independently and to prioritize work and meet deadlines
- Ability to establish and maintain effective working relationships with other employees, vendors, service agency representatives, elected officials and the general public
- Strong communication and interpersonal skills

Requirements

- High School graduation or equivalent supplemented by courses in Business Administration and Purchasing
- Accreditation as a Supply Chain Management Professional (SCMP) or equivalent supply chain education offered by a recognized educational institution or supply chain association
- A minimum of five (5) years responsible purchasing experience in a municipal environment
- Valid Class 5 BC Drivers' license

Signature of CAO:



Date:

Dec. 9, 2021

Signature of Director:



Date:

DEC 7, 2021