

Job Information

Job title	Procurement Specialist	Job Code: PROCSP	Pay Grade: O
Title of immediate supervisor	Manager of Purchasing Services		
Department/Division	Finance / Purchasing		
Prepared by	N. Pallan		
Date Created	April 9, 2015	Revised date	
Dept Head Signature	Originally signed by Valla Tinney	Date	May 26, 2015

Job Purpose

Provides professional procurement services to municipal departments in accordance with the commitment to ensure best value for money expended on goods, services, and construction.

Duties and Responsibilities

- Provides professional advice and strategic guidance on purchasing issues and the contracting process while considering Saanich policies, Canadian and International Contract Law, Trade Agreement rules and obligations, and best practices.
- Performs technical purchasing assignments for a wide variety of commodities and services, including large dollar, high profile and high risk construction tenders. Assignments are typically time sensitive.
- Reviews department business need with end user and supervisor/manager, assists with risk assessment, performs research/analysis of products/services, reviews and advises on detailed specifications, and determines strategy for appropriate inventory levels for municipal stores.
- Develops and recommends project specific terms and conditions, determines type and amount of financial security required, determines method of purchase, and collaborates with user department on best value evaluation criteria.
- Composes and prepares documents for pre-qualifications, request for quotations, tenders, request for proposals (RFP), request for qualifications, request for information, contracts and contracts extensions.
- Conduct tender and request for proposal process and openings, maintains confidential records, interprets results, evaluates products and services, conducts evaluation committees, analyses justifications, prepares related spreadsheets and formulates recommendations to municipal user departments/Managers and Directors, negotiates with successful suppliers, and provides debriefing to unsuccessful vendors.
- Establishes and maintains good working relationships with internal customers, internal and external legal counsel, suppliers, and regional purchasing professionals.
- Conduct Site viewings and issues addenda as necessary. Resolves invoicing, delivery and quality issues.
- Participates in the review of supplier performance.
- Provides support for the purchasing card program.
- Directs and coaches Buyers on purchasing strategies.
- Performs other related duties as required.

Qualifications

- Grade 12 graduation or equivalent.
- Two year diploma in related field plus a recognized purchasing designation/certification such as the Supply Chain Management Professional (SCMP) or equivalent.
- Four years of technical purchasing experience including construction tendering, preferably in a public environment.
- An equivalent combination of education and experience may be considered.

- Valid Class 5 BC Driver's licence and a personal vehicle that meets the requirements described in the Transportation Policy, available for use as and when required.

Physical Requirements

Attends Site Visits which includes walking on uneven terrain, climbing ladders, entering spaces with low head room.

Working Conditions

Works mainly in an office environment. Site visits can be outside in all-weather conditions. Personal protective equipment required for some site visits (Safety Boots, hard hat, and high visibility vest).