PEACE RIVER REGIONAL DISTRICT

EXEMPT JOB DESCRIPTION

PROCUREMENT OFFICER

Department	Financial Services	**Reports To**	Chief Financial Officer
Directly Supervises	N/A		
Indirectly Supervises	N/A		
Key Internal Contacts	Chief Administrative Officer, Deputy Chief Administrative Officer, Department Heads, Board of Directors		
Key External Contacts	Finance Departments, Member Municipalities, constituents, Ministries		

Position Summary

The Procurement Officer, under the direction of the Chief Financial Officer, is responsible for research, development and implementation of sourcing, contracting and procurement processes and procedures to optimize and support operational needs and the Regional Board's strategic plan. This position is responsible for ensuring that the Regional Board's purchasing policy is adhered to for all purchases. It is also responsible for the disposal of all Regional District assets, other than land. The Procurement Officer considers risk management activities, including identification and assessment of risks, and the ongoing maintenance and monitoring of the Regional District's risk management governance framework.

Key Accountabilities

- Prepares and/or oversees the bid solicitation process, including preparation of Tenders, RFPs, RFQ's, or other competitive processes, in consultation with other departments. Ensures those processes are completed in full conformance with all applicable laws and trade agreements, and achieves accurate bidding processes at competitive prices.
- Prepares and executes all necessary contract documentation.
- Prepares and conducts post-competition debriefings, detailing competition outcomes.
- Develops and maintains regular reporting on procurement activities status for senior management and the Regional Board.
- Detailed knowledge and understanding of the tendering process and other competitive bid processes.
- Detailed knowledge of all industry standard public purchasing contract forms - from goods and services purchases to complex construction contracts.
- Basic understanding of project management and contract administration.
- Develops, reviews and implements policies, processes and systems to facilitate optimal purchasing practices to meet the needs of all departments.
- Working within the requirements of the Regional District's Purchasing Policy, prepares reports detailing the outcomes of all completed procurement processes, and makes recommendations to senior management and the Board.
- Works collaboratively with all departments to develop a procurement plan.
- Knowledge of budget formulation and maintenance processes.
- Establishes and maintains collaborative, effective working relationships with vendors, contractors, the public and all Regional District staff.

- Considerable knowledge of the type and class of goods, materials and equipment required by the Regional District, along with a wide variety of matters affecting procurement, such as availability of supply, commodity prices, market reports and trends, general business conditions, government regulations and tariff changes.
- Provides training, information and advice to staff and the Regional Board to support understanding and compliance with corporate policies, processes and legislation related to procurement.
- Provides guidance in, and oversees, the evaluation and negotiation process.
- Seeks necessary legal advice to ensure all purchasing activities are completed in compliance with any applicable laws and trade agreements.
- Maintains any required professional designations and keeps current with emerging trends and best practices in local government purchasing and risk management.
- Prepares and conducts Regional Board and public presentations, with respect to the Regional District's procurement processes, when required.
- Promotes a safe workplace, ensuring all established safety procedures are followed.
- Proficient with purchasing/business software relevant to the role, and all aspects of MS Office Suite.
- Works with Finance on the disposal of obsolete and surplus assets.

Qualifications and Experience

- Minimum two (2) year Diploma in Supply Chain Management, Business Administration, or related field from a recognized educational institution.
- Supply Chain Management Professional (SCMP) designation.
- Member of Supply Chain Management Association of Canada.
- Training in the use of contract documents through the Master Municipal Construction Documents Association (MMCD).
- Public Sector Procurement Program Certificate is considered an asset.
- Must possess and maintain a valid BC driver's license.
- Minimum five (5) years progressive public procurement work experience, including experience designing, developing and implementing best practices sourcing and leading complex procurement projects.

Core Competencies

Decision Making - Obtains information; identifies key issues and implications to make informed, objective decisions.

Communication - Provides regular, consistent and relevant information to others and ensures appropriate individuals are informed; listens carefully to others, asks questions or clarification and responds thoughtfully; communicates in a clear and concise manner using appropriate content, style and method of communication to suit the needs of the individual or audience.

External and Organizational Awareness - Identifies and understands how internal and external issues (e.g. economic, political, social trends) impact the work of the Peace River Regional District.

Influencing and Negotiating - Uses persuasion to gain the support and cooperation from stakeholders, superiors, colleagues, subordinates and other parties to achieve a desired course of action consistent with Peace River Regional District's goals and objectives.

Professional Integrity - Displays and promotes conduct and behaviours consistent with Peace River Regional District's standards.

Innovation - Develops new insights into situations and applies different and novel solutions to make improvements.

Leadership - Assumes responsibility for establishing clear team vision, goals and objectives; supports and motivates the delivery of high performance; enables direct reports in capacity and career development.

Change Leadership - Takes responsibility for leading, directing and managing organizational change.

Occupational Health and Safety - Applies knowledge of occupational health and safety principles and practices at Peace River Regional District.

Customer Service - Demonstrates a commitment to public service, serves and satisfies internal and external customers, holds themselves accountable for quality outcomes.

Relationship Building and Management - Develops and maintains effective relationships with others, relates well to people from varied backgrounds and in different situations, show understanding, courtesy, tact, empathy and politeness.