



**CITY OF COLWOOD
JOB DESCRIPTION**

TITLE: PROCUREMENT COORDINATOR
DEPARTMENT: FINANCE
POSITION TYPE: UNION POSITION
PAY GRADE: PAY GRADE 14
LAST UPDATED: OCTOBER 2024 (under review)

NATURE AND SCOPE OF WORK

Reporting to the Manager of Finance, the Procurement Coordinator is responsible for conducting the efficient and cost-effective purchase of goods and services for the City, including advising staff on the full range of procurement and related risk management activities, and performing related accounting and budgeting duties. This position is responsible for ensuring that the appropriate procurement process is followed, and that procurement complies with contract and bid law, policy, and legislation through the administration of City business practices. The Procurement Coordinator is responsible for contract management and plays a supporting role with asset management and grant administration. The work performed requires significant supply chain management knowledge, interprovincial treaty and international trade obligations, and skills and knowledge of local government accounting principles. The employee must exercise considerable independent judgement and initiative within a framework of established policies and procedures.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.

TYPICAL DUTIES AND RESPONSIBILITIES

Purchasing

- Assists in developing appropriate policy and procedural framework, systems and guidelines, in consultation with staff, to ensure fiscally responsible, transparent and fair purchasing practices at the City. Recommends improvements to related policies and/or bylaws.
- Provides technical expertise and guidance on procurement practices and contracting process while considering policies, bylaws, contract law and treaty and trade agreements.
- Monitors compliance with purchasing policies, bylaws, contract law and treaty and trade agreements.
- Leads and coordinates competitive bid processes (RFQ, RFP and RFT) in compliance with policy, including gathering of information such as purchase requirements and specifications, receipt and analysis of bids, and negotiation of discounts and delivery.
- Recommends, develops and implements terms and conditions and evaluation criteria for varied procurement competitions and contracts.
- Where not precluded by procurement legalities and best practice, evaluates competitive bid documents and recommends successful bid.
- Advises on works to resolve post-award contract issues (non-compliance).



- Performs product research, including interviewing supplier representatives and strategically sources goods and services.
- Performs market research on the web, on BCBid, or via networking in preparation for certain tenders and/or contracts.
- Monitors supplier performance and adherence to contracts.
- Establishes and maintains good working relationships with vendors and internal customers.
- Issues purchase orders on a timely and accurate basis, based on information supplied.
- Approves purchase orders within approval limits and monitors approval workflows; secures approval outside approval limits and policy.
- Selects vendors for goods and services according to varied criteria to ensure best value, competitive and sustainable solutions for the City.
- Maintains working knowledge of materials and equipment required by various departments.
- Administers the corporate purchasing card program.
- Resolves invoicing, delivery and quality issues related to City purchases.
- Liaises with Directors and Managers for planning or acquisition of material and methods of procurement.

General Accounting & Budget

- Assists with the review and reconciliation of financial information for operating and/or capital projects or programs, including support of the quarterly financial updates
- Assists with budget preparation for operating and/or capital projects or programs.
- Provides backup to City staff including:
 - Assisting staff in use of the procurement software, including troubleshooting purchase order and commitment functionality and integration.
 - Prepares and delivers Procurement 101 training annually for new hires.
 - Assists in resolution of issues when sufficient budget is not available.
 - Creates reports and provides statistics on capital and operating expenses and vendors on an ad hoc basis
 - Fosters a collaborative and approachable procurement presence providing a value-add service to internal and external customers.

Contract Management

- Creates, issues, and finalizes contracts.
- Maintains database of contracts awarded.
- Maintains status of procurement processes in progress and timelines.
- Prepares monthly reporting of contracts awarded.
- Maintain database of Work Safe BC clearance letters.
- Maintain and monitor third party liability insurance database.

Grant Administration

- Collaborates with internal teams to identify and coordinate where procurement processes include grant funding.
- Ensures all purchasing records and practices meet expectations of funders and finance policies.
- Monitor contract performance related to grant timelines.



Asset Management

- Assist with the disposal of obsolete or surplus assets.
- Provide input into corporate and departmental asset management plans.

Other

- Other related duties as assigned.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Completion of Grade 12, or equivalent.
- Completion of the Purchasing Management Association of Canada Supply Chain Management Professional (SCMP) accreditation or a degree or diploma in a program related to Purchasing, Procurement and Supply Chain Management, or Business Administration
- Minimum of 3 years of complex technical purchasing experience including construction tendering, preferably in a local government setting.
- An equivalent combination of training and related experience in purchasing and procurement will be considered.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Sound knowledge of principles, standard techniques, and best procurement practices.
- Working knowledge of contract law, bonding, negotiations, insurance and WorkSafeBC requirements, taxation laws, international and interprovincial trade agreements and other requirements governing purchasing goods and services in local government.
- Ability to evaluate and analyze price, environmental factors, quality and service factors and to determine suitability of contracted services and suppliers.
- Working knowledge of financial management systems for procurement.
- Competent writing skills including the formulation and development of contracts and bid documents.
- Concentrated attention to detail and the ability to perform duties with a high degree of accuracy.
- Strong project management, organizational and time management skills.
- Ability to learn tasks readily and adhere to prescribed practices and deadlines.
- Demonstrate understanding and successful application of the following competencies:
 - Adaptability: Willingness to be flexible in a changing environment.
 - Relationship Building: Establishes and maintains respectful and cooperative working relationships.
 - Effective Communication: Communicates effectively, orally and written, with others.
 - Problem Solving: Recognizes and acts to resolve problems.
 - Organization: Organizes the work so that others will understand it and will be able to achieve the City's goals.
 - Collaboration: Uses a consultative approach to initiate and foster a spirit of cooperation to achieve corporate goals.
 - Customer Focus: Provides excellent service to both internal and external customers.
 - Personal insight and rapport: Demonstrates the City's values, awareness of strengths and weaknesses, seeks feedback, fulfills commitments, and demonstrates the courage to do what is right.