

PURCHASING MANAGER JOB DESCRIPTION

Position/Title: <u>Purchasing Manager</u>	Department: <u>Financial Services</u>
Pay Grade: <u>14</u>	Reports to: <u>Director, Financial Services</u>
Incumbent: _____	Supervisor: <u>Shirley Hagen</u>
Date: <u>June 2, 2016</u>	

Function and Purpose of Position

Purchasing and Contract Services manages the acquisition of products, equipment, and services in accordance with Division policy, regulations and provincial trade agreements. This position will have a sound understanding of purchasing practices, procedures and principles including contract management, tendering and value analysis.

Activity A: Contract Management	20%
<ul style="list-style-type: none"> Prepare, review, negotiate, award and administer contracts Oversee management of Division contracts depository Follow up on expiring contracts and requirements 	

Activity B: Tendering	35%
<ul style="list-style-type: none"> Draft and prepare bid documents and obtain information from vendors for use in bid evaluation Analyze and evaluate competitive bids to recommend for award Prepare quotes and formal bid documents Post tenders on Alberta Purchasing Connection 	

Activity C: Procurement	25%
<ul style="list-style-type: none"> Manage, develop and negotiate agreements for products and services Ensure lowest total cost of ownership for the Division Evaluate and communicate risks and opportunities to ensure appropriate decision-making Identify creative solutions to a diverse range of procurement needs Research, evaluate and determine prospective vendors Manage procurement projects to meet specific business objectives Collaborate with schools/departments to determine product and service requirements Resolve conflicts between schools/departments and vendors throughout the procurement process Perform market research into products, services, and prices to meet Divisions needs Attend meetings, trade shows, and conferences to network with suppliers and other procurement professionals Participate in major Division initiatives with respect to procurement needs Negotiate, facilitate, and establish strategic partnerships 	

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- Analyze economic and market conditions, Division purchasing activity and assess future needs/trends
- Monitor and evaluate the efficiency and effectiveness of methods and procedures, making changes as needed
- Create, implement and enhance Division-wide purchasing procedures
- Ensure that product standards address environmental, safety and health legislative requirements

Activity D: Compliance

10%

- Ensure procurement and contract procedures are in compliance with Board Policy and Administrative Procedures.
- Review changes in legislative agreements and determine impact to the Division. e.g. NWPTA (New West Partnership Trade Agreement), NAFTA (North American Free Trade Agreement), AIT (Agreement on International Trade)
- Provide expertise, guidance and support to ensure legislative/regulatory requirements are met

Activity E: Training, Systems and Supervision

10%

- Update/maintain comprehensive set of purchasing Administrative Procedures, manuals, processes and desk procedures Educate schools/departments in procurement concepts through various means (e.g. training, briefing memos, guides)
- Manage, train, coach, evaluate, and monitor the progress of purchasing staff on a regular and proactive basis
- Represent the Division on external committees
- Participate in the evaluation of system(s) and programs to support the procurement process.

EDUCATION AND EXPERIENCE

Education/Certification:

- University Degree
- Supply Chain Management Professional Designation (SCMP)
- Certification in Project Management

Experience:

- Minimum of 5 years related experience

Equivalencies will be considered.

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KNOWLEDGE, SKILLS AND ATTITUDES

Skills/Training:

- Expert knowledge of procurement and supply chain management methods, procedures, trends and best practices
- A positive attitude and strong customer service orientation with the ability to positively interact with a wide variety of internal and external stakeholders
- Knowledge of contract law
- Ability to work independently and adapt to shifting priorities while continuing to meet deadlines
- Strong financial and data analysis as it pertains to purchasing
- Excellent negotiating, risk assessment, decision making, change/project management and problem solving skills
- Process oriented with a high attention to detail
- Excellent communication skills; verbal and written
- Proficient with Microsoft Office