Job Posting

Procurement Coordinator

The Procurement Coordinator will be the primary contact for all procurement services, support, and improvement of the procurement process, while ensuring compliance with Municipal, Federal, and Provincial legislation. As Procurement Coordinator you will support all departments with contract management and procurement processes, job duties and responsibilities will observe all requirements of public procurement as set out in applicable legislation, trade agreements and policy. The Procurement Coordinator will also be responsible for purchasing.

Please visit our website at www.cumberlandcounty.ns.ca for a detailed position description and pay scale.

The position competition closes Wednesday, January 18, 2023 at 2:00 pm.

Please forward your resumes to:

Municipality of the County of Cumberland
Kellie Seaman, Human Resources Generalist & Safety Advisor
1395 Blair Lake Rd
Upper Nappan NS B4H 3Y4

kseaman@cumberlandcounty.ns.ca

*Clearly mark your resume "Procurement Coordinator"

MUNICIPALITY OF THE COUNTY OF CUMBERLAND

Position Description

Procurement Coordinator

Finance Department

Overview

The Procurement Coordinator will be the primary contact for all procurement services, support, and improvement of the procurement process, while ensuring compliance with Municipal, Federal, and Provincial legislation. As Procurement Coordinator you will support all departments with contract management and procurement processes, job duties and responsibilities will observe all requirements of public procurement as set out in applicable legislation, trade agreements and policy. The Procurement Coordinator will also be responsible for purchasing.

The Procurement Coordinator reports to the Finance Officer.

Key Outcomes and Responsibility

Role & Responsibilities:

- Ensure operational needs are met through the procurement of goods, services, construction, and facilities in an open transparent and consistent manner, targeting the best value for the Municipality.
- Coordinate purchasing within the terms of the Procurement Policy.
- Receive and respond to vendor inquiries.
- Consult with Municipal Departments, insurer, and legal counsel to appropriately manage procurement risk.
- In consultation with Municipal Departments, prepare award recommendations to applicable purchasing authority and participate in delivery of recommendations, as necessary.

Procurement Management

- Support Municipal Departments throughout procurement document preparation and posting. Consulting with Department expertise for significant /complex procurement.

- Manage Municipal Standing Offers by identifying opportunities, providing Municipal departments with current Standing Offer lists for consideration and annual renewal and maintaining knowledge of Provincial Standing offers database to assist Departments with use of same.
- Maintenance of Procurement documentation: Purchasing files, Purchase orders, and Online postings and notices.
- Manage the Municipality's account on the province's procurement portal.
- Develop and maintain procurement guidelines, including contract and risk management guidelines.
- Train Municipal employees on their role in the procurement process.
- Support Management by identifying and recommending appropriate tools and training in support of the procurement function.

Procurement Enhancement

- Review and recommend improvements to the Municipality's Procurement Policy, supporting documents, and processes.
- Perform value for money analysis on prior procurement activity and identify areas for improvement.
- Make recommendations on procurement controls for the organization and monitor existing controls to ensure compliance, including recommendation for Standard Operating Procedures.
- Oversees inventory management

Contract Management

- Ensure Certificates of Insurance for projects are verified by Municipality's Insurer.
- Ensure compliance with Worker's Compensation Board requirements.
- Support Departments with continued compliance and where necessary with enforcement of contract provisions.
- Track and coordinate appropriate action for key dates throughout the provision of goods, services, construction, and facilities to ensure obligations are met and not limited to: Performance review dates, Price adjustment dates and Contract renewal dates.

Qualifications

Post-secondary education in business, public administration or other relevant fields.

Recognized Purchasing Designation/Accreditation (SCMP, PSPP, CPPO, CPPB) would be considered an asset.

Experience in public procurement and contract management and reviewing tender's preferred.

Strong and effective communication & customer service skills with individuals at all levels of the organization.

Requires analytical skills with a high attention to detail and accuracy.

Proficiency working in a computerized environment including Microsoft Office Suite is required.

Experience working in a municipal or government environment would be considered an asset.

Experience with SAP would be considered an asset.

Criminal Record Check may be required.

Terms and Conditions of Employment

The Municipality has an approved salary scale for this position. Placement and incremental increases on this scale are based on qualifications, experience and demonstrated ability to perform the responsibilities of this position.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
51,000	52,875	54,750	56,625	58,500	60,375

The Municipality's *Personnel Policy* should be referred to for additional information regarding conditions of employment.