

<b>Job Title:</b> Procurement Specialist		<b>Pay Grade:</b> 8 (Interim rating)
<b>Department:</b> Financial Services		<b>Reports To:</b> Manager of Procurement and Risk Management
<b>JJE Maintenance Review Date:</b> 2029	<b>Content Last Updated:</b> June 2025	<b>Position(s) supervised:</b> N/A

## JOB SUMMARY

Reporting to the Manager of Procurement and Risk Management, the Procurement Specialist is responsible for supporting and managing complex procurement initiatives across the organization while also identifying and mitigating potential risks associated with them. This role provides procurement expertise, facilitates procurement processes for specialized goods and services, and contributes to the improvement of CVRD's procurement systems and vendor performance strategies.

The Procurement Specialist supports adherence to applicable legislation, trade agreements, and CVRD bylaws through effective collaboration and sound procurement practices. This position works closely with the procurement services team to share and exchange duties as needed.

## MAJOR DUTIES AND RESPONSIBILITIES

1. Assists with the planning, development, and execution of complex procurements, including high-value tenders, request for proposals and service agreements, ensuring alignment with legislative, policy and audit requirements.
2. Provides subject matter expertise in procurement methods and contract management to departments; advises on risk mitigation, evaluation methodologies, and appropriate procurement strategies.
3. Prepares, issues, and administers formal procurement documents; facilitates evaluation processes and contract negotiations for complex projects.
4. Assesses procurement risk and insurance requirements relative to procurement initiatives; ensures relevant legal and contractual terms are appropriately incorporated into procurement documents in alignment with applicable legislation and CVRD policies.
5. Monitors contract performance, manages post-award issues (eg., non-compliance) and leads resolution efforts in collaboration with internal departments.
6. Maintains accurate and complete contract records and supports compliance through proactive monitoring of milestones, renewals, and amendments.

7. Assists with the development, implementation, and continuous improvement of procurement policies, procedures, templates, and systems.
8. Represents CVRD in vendor discussions and negotiations serves as a key point of contact for complex vendor relationships and vendor performance evaluations.
9. Provides mentoring and technical guidance to procurement technicians and staff involved in procurement activities.
10. Conducts market analysis and research to inform procurement planning, sourcing strategies, and value-for-money assessments.
11. Prepares procurement reports, metrics, and dashboards to support informed decision-making and assists the Manager of Procurement in presenting procurement performance and activity updates to senior leadership and the Board.
12. Assists in the development and delivery of procurement training sessions, templates, and support materials for departmental staff involved in procurement.
13. Participates in cross-functional teams, steering committees, and external procurement associations to represent the CVRD and maintain awareness of industry best practices.
14. Maintains and updates vendor databases, bid documentation, and evaluation records in accordance with CVRD policies and FOIPPA requirements.
15. Coordinates or supports disposal of surplus assets, ensuring transparency and compliance with CVRD guidelines.
16. May be required to participate in an activated Emergency Operations Centre.
17. Undertakes other duties related to procurement as assigned.

**EDUCATION AND EXPERIENCE** *(required minimum)*

- High school graduation plus completion of an additional diploma program of over two years and up to three years in business administration, supply chain management, finance, or a related field.
- Over four years up to and including five years of progressive experience in public sector procurement implementing best practices and managing complex procurement projects.
- An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS** *(required for acceptance into the job or to be acquired in first six months of being in the job)*

- Certification in a recognized procurement designation (e.g., PSPP, SCMP, CPPB, CPPO).
- Valid BC Class 5 Driver's License.

**KNOWLEDGE, ABILITIES AND SKILLS** *(required for acceptance into the job or to be demonstrated in first six months of being in the job)*

- In-depth knowledge of public procurement practices, trade agreements (e.g., Canadian Free Trade Agreement (CFTA), New West Partnership Trade Agreement (NWPTA), Canada-Europe Union Comprehensive Economic and Trade Agreement (CETA), and relevant legislation affecting municipal procurement.
- Strong knowledge of purchasing and supply management principles, contract law, risk management, bonding and insurance, and government legislation and regulations as they relate to public purchasing functions.
- Familiarity with the Freedom of Information and *Protection of Privacy Act* (FOIPPA) as it relates to procurement documentation and confidentiality.
- Advanced knowledge of standard procurement and construction contract formats (e.g., Master Municipal Construction Documents (MMCD), Canadian Construction Documents Committee (CCDC).
- Ability to lead interdepartmental evaluation teams through complex bid evaluations and make recommendations for complex and specialized purchasing issues.
- Proficiency in interpreting, applying, and advising on procurement policies and procedures.
- Demonstrated skillful negotiator and communicator with the ability to lead procurement processes and develop sourcing strategies that deliver best value outcomes.
- Strong interpersonal and customer service skills with a focus on building trusted advisory relationships with internal and external stakeholders.
- Strategic thinker with sound judgment, problem-solving, and risk assessment capabilities.
- Exceptional organizational and time management skills with the ability to manage multiple competing priorities.
- Demonstrated advanced level skills with Microsoft Office Suite, with emphasis on data management and reporting in Excel. Strong utilization skills with Explorer and SharePoint and procurement systems or ERP platforms (eg., BidsandTenders, BC Bid, Vadim).
- Excellent written and verbal communication skills, including experience drafting clear, concise reports, contracts, and procurement documents.
- Demonstrated ethical conduct, professional discretion, and accountability in procurement-related activities.

**EMPLOYEE SIGNATURE**

I have read and understand this job description

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Print Name

Signature

Date