


DISTRICT OF  OAK BAY	Job Description District of Oak Bay
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Position Title:	Manager of Procurement
Reports To:	Director of Financial Services and Asset Management
Position Description Date:	June 12, 2025
Positions Supervised:	

Nature and Scope of Work:

Reporting to the Director of Financial Services and Asset Management, the Manager of Procurement oversees and manages the District's procurement function, ensuring compliance with relevant policies, bylaws, trade agreements and other legislation. This position ensures the District receives the best value possible for its goods and service purchases and dispositions and minimizes procurement risk.

Key Accountabilities:

- Develops and implements policies, processes, and systems pertaining to effective purchasing practices to meet the needs of all departments.
- Oversees purchasing activity for a wide variety of supplies, materials, equipment, and services required by the District ensuring adherence to the Sustainable Procurement Policy, procurement law and District procedures; ensures timely cost-effective delivery to the appropriate department.
- Maintains and enhances the procurement management systems including vendor performance evaluation and applying corrective measures in accordance with contractual terms and conditions.
- Liaises with departments to develop specifications and evaluation criteria for various goods, services, and capital projects to ensure best value.
- Oversees and manages the preparation of tenders, requests for proposals, and other competitive and non-competitive processes prepared by departments, ensuring accurate and justifiable bidding processes to achieve best value, and in compliance with all relevant policies and applicable legislation.
- Evaluates and makes recommendations specific to fleet and equipment pool procurement.
- Reviews bidder evaluations, approves final contract awards and conducts vendor debriefings.
- Performs risk analysis evaluating goods and services insurance coverage, making risk mitigation recommendations to departments.
- Manages vehicle and equipment insurance issues and renewals.
- Monitors insurance claims related to procured goods and services, supporting coordination with insurance providers and dispute resolution.
- Advises on the full process relating to breach of contracts, deficiencies by suppliers/contractors and warranty claims, including directing legal counsel in those matters, and negotiating settlements on behalf of the District.
- Develops and oversees cost-reduction strategies, market analysis, short-term and long-term sourcing opportunities, supplier evaluations, negotiations, and change management efforts to improve operational efficiencies while minimizing budget impact and providing best value.
- Collaborates with regional peers, local purchasing groups, and other related associations,

keeping abreast of current developments and best practices in local government purchasing.

- Develops and tracks key performance indicators to measure procurement related performance.
- Oversees the disposal and write-off of obsolete and surplus equipment.
- Contributes to the departmental budget preparation and monitors spending within the approved budget.
- Prepares reports to Council and/or staff and attends Council Meetings as required.
- Maintains professional and technical requirements for the position.
- Provides leadership and daily supervision as directed, provides feedback and management performance, approves timesheets and leaves, and deals with any disciplinary issues in a timely manner.
- Undertakes special projects and performs other duties as assigned, in accordance with departmental or corporate objectives.

Required Knowledge Skills and Abilities:

- Superior knowledge of current purchasing and supply management principles, methods, and practices, particularly as they relate to a local government.
- Extensive knowledge of contract law and risk management with the ability to interpret and apply the laws of contract and competitive bidding to a variety of situations.
- Working knowledge of e-procurement, including bids and tenders and the BC Bid process; WorkSafe BC regulations and Contractor Coordination requirements; and project management and contract administration.
- Considerable knowledge and demonstrated ability in the use of contract documents through the Master Municipal Construction Documents Association.
- Preferred experience in the development of departmental and corporate long-range plans as well as budget formulation and reporting processes.
- Ability to facilitate interdepartmental evaluation teams through complex bid evaluations and make recommendations for complex and/or specialized purchasing issues.
- Strong planning and organizational skills and excellent attention to detail.
- Strong customer service, interpersonal communication, negotiation, organizational, time management, analytical, problem solving and decision-making skills.
- Superior verbal and written communication and presentation skills.
- Supervisory experience in a unionized environment.
- Ability to take ownership of responsibilities, effectively managing workload and seeking clarification or support when needed
- The ability to approach work and relationships in an inclusive manner.
- Local government experience is considered an asset.

Qualifications and Experience:

- Diploma or Degree in Finance, Business Administration, Commerce, or related discipline
- Supply Chain Management Professional (SCMP), Certified Professional Public Buyer (CPPB), Public Sector Procurement Program (PSPP) Certificate, or other related formal procurement designation/training
- Minimum of five (5) years' recent experience in public procurement at a senior level including designing, developing, and implementing best practice sourcing and leading complex procurement projects.
- Computer literacy, including proficiency in MS Outlook, Word, Excel, and PowerPoint.
- Valid B.C. Class 5 Driver's License.