




JOB DESCRIPTION

JOB TITLE: MANAGER SUPPLY CHAIN

REFERENCE NO: 35100

DIVISION: CORPORATE SERVICES

DEPARTMENT: FINANCE

APPROVAL DATES: BY:  DATE: June 10, 2022
MANAGING DIRECTOR – CORPORATE SERVICES

BY:  DATE: November 15, 2021
CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This management position is responsible for the supply chain operations for the organization and directly manages Purchasing, Accounts Payable and Stores.

ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the Director - Finance.
- Directly supervises staff involved in Purchasing, Accounts Payable and Stores activities.
- Internal relationships include regular contact with City Commissioners, Leadership Team, Solicitors, and other departmental staff.
- External networking relationships are maintained with suppliers of goods and services, consultants, construction and trade associations and peers in the supply chain professions.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- **Purchasing:**
 - Provide overall strategic supply chain management.
 - Management, administration, and delivery of a full range of procurement services to all City departments. This includes purchasing a wide variety of materials, equipment and services ranging from routine material purchases to high dollar complex acquisitions.
 - Identify procurement opportunities then pursue and negotiate favourable terms.
 - Responsible for the integrity and efficiency of the purchasing work processes including process selection, development and application of standard tender and contract documentation, bid process initiation and administration, response evaluation and award, contract development.
 - Develop strategies and processes to meet organizational and operational objectives in line with public procurement best practices.
 - Plan and lead the procurement process on large and complex procurement initiatives.
 - Provide consulting and advisory services to staff from other departments to ensure that the purchasing practices of the City are consistent, fair, ethical, and conform to Purchasing Policies and Procedures.
 - Provide input into major contracts developed by others.
 - Render decisions to vendors on purchasing issues including highly contentious or potentially litigious matters, such as vendor disqualification and controversial awards.
 - Review and approve legal binding contracts, authorize purchase orders.
 - Manage the Corporate Procurement Card and Signing Authority programs.
 - Maintain central control over the issuance of Low Value and Emergency Purchase Orders.
- **Stores:**
 - Manages efficient work processes and appropriate material management techniques so

- as to optimize the effectiveness, efficiency and economy of the stores function.
- Implements appropriate pricing methods.
- Responsible for procedure development to ensure efficient and timely delivery of materials to site as requested by user departments.
- **Management and Leadership:**
 - Directly manages and supervises Purchasing, Accounts Payable and Stores staff, and is indirectly responsible for the purchasing practices employed by all City staff with purchasing authority.
 - Mentor and transfer business knowledge to other team members, guiding their development.
 - Coordinate, approve and keep record of employee attendance, vacations, sickness, leave of absence and ensure adequate staff is always available.
 - Directs and supports staff development, recruitment initiatives and job description updating.
 - Provide task/function expertise to staff as required.
 - Inspire a “continuous improvement” working environment.
 - Prepare, monitor and manage departmental budget.
 - Maintain statistical and key performance information as it relates to Purchasing, Accounts Payable and Stores operations.
 - Prepare annual reports for presentation to the Administrative Committee.
 - Develop and update Purchasing, Accounts Payable and Stores policies and procedures for adoption by City Council, which effectively balance legislative compliance with organizational objectives.
 - Develop department strategic objectives.
 - Manage/participate in special projects as agreed upon with the Director.

REQUIRED COMPETENCIES:

- Ability to supervise, plan, schedule and evaluate the work of employees.
- Extensive knowledge, understanding and application of tendering and contract law, corporate supply chain related policies and procedures, and the principles and practices of public purchasing.
- Proficiency working within and leveraging enterprise resource planning systems to achieve efficient and effective supply chain related business processes and facilitate change management with stakeholders.
- Demonstrated experience leading complex procurement initiatives.
- Knowledgeable in all commodity areas.
- Highly organized with ability to multi-task and cope with numerous demands and pressure of public scrutiny.
- High degree of independence and personal initiative.
- Innovative, creative and open to changes in business practices and procurement methods.
- Knowledge of budgeting and financial management.
- Ability to exercise considerable independence of action and judgement and a high degree of accountability.
- High standard of ethics, professional conduct, integrity and discretion.
- Strong interpersonal, oral, written and communication skills with the ability to interact effectively and professionally at all levels of the organization.

REQUIRED QUALIFICATIONS:

- Successful completion of a bachelor's degree in Business or discipline relevant to Supply Chain Management from a recognized post-secondary institution.
- Seven (7) years' experience in a senior supply chain role, including four (4) years of demonstrated management experience.
- Valid Supply Chain Management Professional (SCMP) and/or Certified Public Procurement Officer and/or National Institute of Government Procurement (NIGP) and ability to maintain certifications/designations are required.
- A management approved equivalent combination of education and experience may be considered.