



PROCUREMENT MANAGER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a strategic and experienced leader to assume the duties of a Procurement Manager.

Position Summary:

Reporting to the Chief Financial Officer, this position provides procurement services, support, leadership, guidance, and advice to management and staff. The Procurement Manager oversees the purchasing function in the delivery of complex procurements for a wide variety of goods and services required by the City. This position acts as the authorized agent to form contractual agreements and resolve contract disputes

Key Responsibilities:

This position is responsible for leading and overseeing the City of West Kelowna's procurement and inventory functions, managing competitive bidding processes from evaluation through contract award, and ensuring compliance with trade agreements, purchasing policies, tendering requirements, and contract law. The role plans and directs the procurement of supplies, materials, equipment, and services across all City departments, provides expert procurement advice and customer service, and oversees centralized, large-scale purchasing involving significant public expenditure. Responsibilities include developing and administering purchasing policies, contracts, inventory control systems, and surplus asset disposal processes, as well as preparing Council reports and monitoring RFP and tender budgets in collaboration with the Chief Financial Officer. The position also directs, supervises, and mentors staff, supports performance management and training, and carries out all duties in accordance with City standards, occupational health and safety regulations, and other assigned responsibilities.

Our Ideal Candidate:

- Bachelor's Degree from an accredited college or university with focus in Public or Business Administration, Finance or Procurement
- Supply Chain Management Professional designation (SCMP)
- Minimum 5 years in the procurement or related field
- Police Information Check
- Local government experience preferred
- A combination of equivalent education and experience may be considered
- Thorough understanding of applicable regulations, statutes, and policies
- Excellent leadership, supervisory, oral and written communication, organizational and project management, problem solving, negotiations, results oriented and excellent customer skills
- Valid Class 5 Driver's License

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 26-15E | Opens May 15, 2026 | Closes June 15, 2026
Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$115,014 - \$134,550