


Position Identification			
Position Title	IT Vendor and Licensing Administrator		
Position Replaces	IT Vendor and Licensing Support		
Position Level	Employee	Position Code	1380
Pay Group	Group 8	Revision Date	Sept-25
Supervisor Title	Director, Enterprise Technology	Sup. Position Code	1043
Additional Requirement	CRC	N/A	
Division	Information Technology	Flexible Work Arrangement	Flexible Work

Organizational Description

BC Transit is a provincial crown corporation responsible for the overall planning and delivery for all of the different municipal transportation systems within British Columbia, outside Greater Vancouver.

Our Mission: Delivering transportation services, you can rely on

Department Summary

The Enterprise Technology department manages and optimizes core business applications and systems to support key organizational functions. Responsible for safeguarding IT systems from cyber threats, ensuring compliance with industry regulations, and providing technical support to end-users. The department also oversees IT requests and maintains hardware and software resources. By implementing robust security protocols and delivering efficient technical services, the team ensures the smooth operation of the organization's technological infrastructure.

Job Overview

Reporting to the Director, Enterprise Technology the IT Vendor and Licensing Administrator is responsible for managing software and application service contracts across the organization. This includes overseeing technology spending, processing invoices, maintain a repository of software licenses, and coordinating procurement activities such as Requests for Proposal, Requests for Quote, and Invitations to Bid. The IT Vendor and Licensing Administrator ensures software licensing is delivered according to plan, within budget, and in compliance with licensing requirements. In addition, this role supports the department with budget preparation and forecasting (Capital and Operating), organizing meetings and assisting in the development of departmental presentations and materials.

Key Accountabilities and Expectations

Key Accountability	Expectation
Licensing	<ul style="list-style-type: none"> • Deliver techniques, practices, and procedures for licensing administration in a manner that best protects company interests. • Work closely with IS&T to ensure that all planned projects have identified software licensing needs • Compile and maintain inventory of company software and systems assets for the purpose of tracking corresponding licenses • Monitor licenses for compliance with organizational needs and requirements, including follow-up checks for corrective action • Develop and deliver license reports, bid proposals, requirements documentation, and tender documents • Administer license change management and license closure
Coordination	<ul style="list-style-type: none"> • Coordinates and completes special projects independently or in cooperation with other groups as directed by the manager, or designate • Coordinates project meetings including meeting logistics and associated communications
Financial Administration	<ul style="list-style-type: none"> • Guide the procurement process and manage the lifecycle of software product contracts by maintaining an up-to-date inventory of departmental contracts and purchase orders, including lifecycle status, payment terms, and provide managers with to support tracking and compliance • Ensure software POs for both operations and capital budgets align with corresponding budgets • Monitor and analyze trends in contractual agreements in order to make recommendations for the future and to identify areas for possible savings • Assist with the preparation of the department operating and capital budgets and forecasting • Ensure applicable invoices are correctly coded, processed and documented accordingly • Manages and reconciles purchasing via Purchase Card
Additional Duties	<ul style="list-style-type: none"> • Performs related duties in keeping with the purpose and accountability of the job

Summary of Qualifications and Job Specific Competencies

Education	<ul style="list-style-type: none">• Post secondary diploma in administration, business or a related field
Experience	<ul style="list-style-type: none">• Three (3) years related experience managing and coordinating capital projects, and managing technology asset documentation• An equivalent combination of education and experience may be considered
Key job-specific competencies	<ul style="list-style-type: none">• Must possess strong organization, evaluation and problem-solving skills• Must be able to communicate effectively in writing and verbally• Customer service-oriented mindset• Superb budgeting, asset tracking and cost-management skills• Ability to conform to shifting priorities in spending strategies, product demands and purchasing timelines through analytical capabilities• Strong written, oral and interpersonal communication skills• Collaborative working and decision making• Ability to effectively prioritize and execute tasks in a high-pressure environment• Professional integrity and discretion