



## JOB DESCRIPTION

<b>Job Title:</b>	Procurement Officer	<b>Date:</b>	July 19, 2019
<b>Division:</b>	Finance	<b>Location:</b>	Victoria (VTC) or Langford (LTC)
<b>Department:</b>	Procurement	<b>Level:</b>	Employee
<b>Exempt / Union</b>	MoveUp	<b>Band / Group Level</b>	11

### Description

Performs a variety of purchasing services involving major and medium level expenditures, long term or unique goods and services. Co-ordinates and administers complex multi-phase supply initiatives. Issues and oversees the execution of Professional and General Services contracts. Develops, in consultation with user departments procurement documents. Manages the competitive bid process with regards to acquisitions for revenue and non-revenue vehicles, capital equipment, construction, services, and materials including a variety of public procurement processes to support BC Transit. Provides technical direction and guidance to departmental staff engaged in performing similar or associated procurement work. As required, assists in the introduction of new products or services.

### Key Responsibilities

Performs a variety of purchasing services involving medium and large dollar expenditures, long term or unique goods and services in an efficient and economic manner, including:

- Develops and assists with public bids process (ITQ, RFP, EOI, Tenders, Pre-Qualification), including evaluations and recommendations to award);
- Develops commercial contracts and supports contract negotiations, executing, and managing contract details;
- Support the development of specifications and deliverables;
- Validates Single or Sole Source justifications.
- Attending and conducting site visits and meetings as required.

Manages and administers complex supply initiatives and professional services contracts including:

- Leading, coordinating and directing procurement efforts;
- Investigates market and supply opportunities;
- Preparing business cases or reports to justify and support procurement methodologies and decisions;
- Preparing and amending contracts as required, negotiating deliverables, price and cost elements, ensuring contract performance and ongoing administration;
- Managing procurement schedules and budgets, undertaking risk/loss evaluations;

Develops, in consultation with user departments, project managers and other stakeholders, specifications, and competitive bid documents and resulting contracts with regards to acquisitions for revenue and non-revenue vehicles, capital equipment, services and materials, by:

- Developing commercial/legal aspects of tender or request for proposal documents, and reviewing technical specifications with responsible project manager;
- Assists in the open public bidding processes for non-inventory Purchase Requisitions;
- Issuing tender packages and receiving bids in accordance with BC Transit policies and accepted purchasing practices;
- Coordinating selection committee and ensuring that process conforms to policies and procedures, and legal requirements;
- Assist in the development of the final recommendation for award;
- Drafting of contract documents, including Master Goods/Service Agreements, Consulting Agreements, Construction Agreement as required;
- Negotiating commercial contracts;
- Ensuring BC Transit Policies and Procedures are adhered to;
- Ensuring proper funding and signature approvals prior to contract.

Performs related duties as assigned, such being items of a minor nature that do not affect the value of the job.

### **Qualifications**

- Post-Secondary education in Business, Commerce, Economics, or other relevant field
- 3 - 5 years of related complex technical procurement experience preferable in a public environment
- APICS, Supply Chain or Procurement certifications is an asset
- Knowledge of public sector procurement practices is an asset
- Proven communication skills, both verbally and written
- Proven experience with procurement solicitations and good understanding of contractual information
- Ability to analyze information while using critical thinking