

LL103884

CCA

DIVISION ADMINISTRATIVE JOB DESCRIPTIONS

POSITION TITLE: MANAGER, PURCHASING

REPORTS TO: Secretary-Treasurer/ Chief Financial Officer or Designate

SUPERVISES: All Purchasing Staff

JOB SUMMARY: To oversee and ensure the successful delivery of the Division's tendering and purchasing requirements.

KEY ACCOUNTABILITIES:

1. To organize and direct the tendering process for the Division including for frequently used supplies, equipment and furniture, and Maintenance and Capital Projects; and to award tenders to the successful bidder in accordance with policy.
2. To maintain a purchasing strategy consistent with public procurement and Division guidelines, and to ensure the Division is in compliance with Trade Agreements.
3. To negotiate contracts and ensure contracts meet legal requirements.
4. To analyze market trends and to source and liaise with suppliers as required to meet the needs of the Division.
5. To recommend policy, system, and technological changes/upgrades when applicable.
6. To develop a purchasing schedule to permit sufficient lead time to carryout tender/purchasing procedures and to ensure the timely delivery of materials.
7. To assist and support school administrators regarding interpretation of reports, systems and deadlines, and associated budget limitations.

ADOPTED	REVIEWED	REVISED	PAGE
	27/June/06	6/Feb/24	1 of 2
	Motion 12-12-06	Motion 02-04-24	

8. To investigate quantity and quality of commodities purchased in an effort to obtain the best possible pricing.
9. To provide information to school administrators regarding pricing and specifications of equipment and furnishings for inclusion in the annual budgetary process, and to survey schools to obtain information on the quality of items purchased throughout the year.
10. To ensure fixed asset inventory control records are maintained on furnishings and equipment and to reassign furnishings and equipment to other locations within the Division as required.
11. To review school and department requisitions, and to issue and sign all purchase orders generated for the Division.
12. To advise vendors of Division purchasing/tender policies and procedures.
13. To examine all material requisition forms for contract compliance, proper budget coding, accuracy and completeness.
14. To supervise credit card reconciliation.
15. To assume other responsibilities as required.

REQUIRED EDUCATION AND EXPERIENCE:

- Community College Purchasing Agent Certification
- Additional education in Business Administration and/or Supply Chain Management
- 5 Years related experience at a senior level including supervisory experience
- An equivalent combination of education and experience may be acceptable to the Division.

ADOPTED	REVIEWED	REVISED	PAGE
	27/June/06	6/Feb/24	2 of 2
	Motion 12-12-06	Motion 02-04-24	