



Competition #20/43
Internal/External Posting
Closing date: February 27, 2020

Manager – Supply Management Services (Regular, Full-Time)
Finance Department

Victoria, a vibrant and sustainably-focused city located on the southern tip of Vancouver Island is home to 86,000 people and is the economic and cultural hub for the region's 370,000 residents. Victoria enjoys the mildest climate in Canada with spectacular outdoor settings adorned with ocean views, mountain vistas and year-round recreation opportunities including hiking, golfing, cycling, gardening and kayaking. Victoria is also home to a vibrant and eclectic arts and culture community, hub for tourism and has a growing network of bike lanes.

The City of Victoria seeks a high energy and motivated Manager of Supply Management Service to join our dynamic team.

As a key member of the Finance leadership team, this position will effectively lead, perform, and manage the activities of Supply Management using professional judgment and providing guidance ensuring compliance with legislation, city policies and best practices in alignment with the City's strategic and operational plans.

This exciting position provides a motivated individual the opportunity to build collaborative and consultative partnerships with all City departments. Your sound procurement expertise and ability to develop strong relationships will enable you to influence, innovate and to formulate meaningful vision that will enhance and optimize value for the City.

If you thrive in a fast-paced team focused workplace then this opportunity may be for you. Superior leadership, interpersonal and communication skills, complemented by a diplomatic demeanor and good judgment are essential requirements along with a proven track record of innovative procurement services.

A competitive salary and comprehensive benefit package is offered. This position is excluded from union membership.

POSITION SUMMARY

Under the general direction of the Deputy Director of Finance and the Chief Financial Officer, effectively direct the activities of the Supply Management Services Division – purchasing, stores, risk and insurance and related programs - in support of the Finance Department strategic and operational plans.

MAJOR ACCOUNTABILITIES

Develop and manage the provision of supply management programs including: developing and enforcing purchasing policies; overseeing the tendering/request for proposals processes; overseeing insurance purchase and claims filing; developing and recommending supply management policies including social procurement, professional service agreements,

resolutions to contractual disputes, overseeing an efficient stores operations, purchasing business process improvements including software implementation and preparing operating budget.

Direct and manage 9 professional and support staff of the Supply Management Services Division including: providing guidance to professional staff on non-routine matters and problems; selecting and training staff; managing conduct, performance and attendance; responding to employee grievances; overseeing safety program.

Provide professional advice to Council, senior managers and staff including: providing advice to departments on procurement and contractual issues including risk mitigation; recommending approvals to Director of Finance and City Manager of tenders/requests for proposals and for insurance coverage and claims.

Represent the Supply Management Services Division to other organizations, government agencies and the public including: negotiating terms and mediating disputes with contractors; liaising with insurance officials on coverage and claims and legal counsel on contract language and disputes; liaising with other municipalities and supply management organizations on purchasing best practices and developments.

Manage the delivery of supply management services including: overseeing tender calls, requests for proposals, contract development for all materials, services and equipment; conducting selected major/complex tender calls/requests for proposals; overseeing the management of the Stores inventory.

Perform other related activities.

QUALIFICATIONS

Bachelors Degree in Business or Public Administration specializing in supply management. Supply Chain Management Professional (SCMP) designation or equivalent
5-7 years of progressively responsible management experience in municipal supply management.

To apply for this opportunity you will need to create an online profile or log back in to our career portal at www.victoria.ca/jobs - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume

City of Victoria is an equal opportunity employer committed to establishing an inclusive, equitable, and accessible environment for all. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status or any other basis protected by applicable law.

We are committed to ensuring that reasonable accommodations are made available to persons with disabilities during the recruitment cycle and will provide reasonable accommodations upon request. If you require assistance or an accommodation due to a disability, please email us at HR@victoria.ca