



## **PURCHASING MANAGER**

It is acknowledged that Central Okanagan Public Schools operates within the unceded, Traditional Territory of the Okanagan syilx peoples. The School District enrolls over 25,000 students (including over 3,200 students who self-identify as having First Nations, Metis, and/or Inuit ancestry). Central Okanagan Public Schools is located in the Central Okanagan encompassing the communities of Peachland, West Kelowna, Kelowna, and Lake Country. There are a total of 51 school sites with 33 Elementary Schools, 8 Middle schools, 5 Secondary Schools, 3 Learning Centres, an Alternate Education School, and an Online Learning School (K-12). Central Okanagan Public Schools has an excellent reputation for providing outstanding, student-centered programs in a diverse and inclusive environment as well as offering a wide range of educational opportunities for students and staff.

Applications are invited for the excluded staff position of Purchasing Manger to join the District's Operations Teams. Reporting to the Director of Operations, the Purchasing Manager is responsible for providing leadership in the cost-effective coordination of purchasing and supply of goods and services across the Central Okanagan Public Schools. This is an exempt position with a competitive salary range of \$93,968 to \$117,459 plus benefits package, including participation in a defined benefit pension plan.

### **Key Duties and Responsibilities:**

- As a leader of the Purchasing team, work alongside the finance, operations, and building administrators to provide guidance necessary to procure quality and quantity of goods and services in an efficient, timely, ethical, and cost-effective manner, while maintaining the controls necessary for public institutions.
- Ensures adherence to Board policy and generally accepted purchasing procedures on a District wide basis in all matters of acquisition, record keeping, control and disposal of assets.
- Create, publish, receive, review, and recommend all required tenders for goods and services in accordance with Board policy.
- Ensure the maximum value of an acquisition is obtained by determining the total cost of performing the intended function over the lifetime of the task.
- Operate Central Stores Department for the purchase of goods and services through the most cost-effective means having due regard for the quality of the goods and services required.
- Procure goods and services with due regard to the District's commitment to encourage the use of sustainable products and services.
- Ability to communicate effectively and to establish and maintain effective working relationships with co-workers, school and maintenance staff, and others.
- Strong critical thinking, troubleshooting, problem-solving and decision-making skills.
- Perform other duties and tasks as assigned by the Director of Operations or designate.
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.

### **Qualifications and Experience:**

- Completion of a recognized professional education program in purchasing, procurement, or supply chain management or equivalent.
- Minimum of 5 years of recent experience, related procurement (including capital) and supply chain principals and practises including, but not limited to:
  - Experience with e-procurement systems and processes.
  - Tender and bid practises.
  - Ability to manage contracts of medium to large complexity, including negotiating and execution.
  - Requisition management.
  - Efficiently supervise and direct a team, preferably in a unionized environment.
- Expertise and business acumen in finance, procurement, policy process and team building.
- Strong attention to detail and accuracy with demonstrated organizational and prioritization abilities.
- Demonstrate strong interpersonal skills and highly effective communication skills.
- The ability to implement change and meet organizational deadlines.
- Ability to work interdependently with multiple teams where productive relationships are developed and maintained.
- Ability to take initiative, and effective prioritization skills to manage multiple projects simultaneously and keep a high level of focus.
- Ability to effectively utilize Windows computers including word processing, spreadsheets, database, and communications software.
- A valid BC driver's license and ability to travel to various schools/facilities within the District.

This is an exempt position with a competitive annual salary plus benefits package. Interested qualified applicants are invited to submit an online application on Make a Future at <https://bit.ly/48l2iep>.

Please include a letter of application, complete with a comprehensive resume and copies of supporting documentation with the names of three references no later than Friday, February 23, 2024, at 4:00 pm. For questions on the position, please contact Rob Drew, Director of Operations, at [Rob.Drew@sd23.bc.ca](mailto:Rob.Drew@sd23.bc.ca).



**Central Okanagan  
Public Schools**

Together We Learn