



School District No. 35 (Langley)

Manager – Purchasing and Logistics (Exempt)

Full-time, Continuing Position

School District No. 35 (Langley) is seeking a Manager – Purchasing and Logistics (Exempt position, full-time, continuing).

Reporting to the Assistant Secretary-Treasurer, the Manager – Purchasing and Logistics is accountable for the leadership and management of all purchasing activities of the District. The Manager is responsible for the direct supervision of the Purchasing Department and has functional responsibility for all purchasing activities in schools and departments in accordance with District Policies and Administrative Procedures.

Duties & Responsibilities:

- Develops and implements purchasing policies, procedures and reports that are efficient, effective, and based on best practices.
- Monitors and analyzes District spending trends in order to recommend areas for potential savings.
- Establishes appropriate systems, contracts, and controls to ensure that District and Departmental obligations are met.
- Adheres to the Supply Chain Canada Association, Code of Professional Ethics. Models and maintains Purchasing ethics, principles, and standards of purchasing practices within the department and District.
- Works closely with other School Districts and colleges within B.C. in cooperative purchasing initiatives (EDCO; FOCUSED ED).
- As head of the Purchasing Department, provides effective and efficient leadership of purchasing personnel.
- Develops a customer service focus in the Purchasing Department.
- Supervises and coordinates the work of the Purchasing Department in the acquisition of services, equipment, supplies, and materials required by the schools and various departments within the School District.
- Holds overall responsibility for the Purchasing Staff.
- Ensure that all legal and contractual obligations of the School District are met with regard to purchasing policies, processes, and practices. Manages commercial contracting including use of Facilities agreements.
- Maintains direct contact with the schools and provides advice as required to principals and other administrative officials in all matters related to purchasing.
- Negotiates major contracts and supervises contracts negotiated by Purchasing staff.
- Coordinates liaison with insurance providers and the insurance claims processes.
- Prepares specifications, tenders, and Request for Proposals for a wide variety of materials, equipment contracts, lease and service agreements.
- Develops and manages the Purchase-Card System

- Arranges for the disposal or recycling of surplus or obsolete equipment not required by the School District.
- Develops legal contract terms and conditions to safeguard the School District from legal actions.
- Works with the Facilities and Maintenance Departments to prepare and issue capital construction tenders.

Qualifications:

- University degree and Supply Chain Management Association of Canada (S.C.M.P.) designation; or equivalent combination of education and experience.
- Minimum of five years' management experience as a Supply Chain Management Professional.
- Detailed knowledge of Public Purchasing Practices including tendering and the issuing of Request for Proposals. Knowledge of relevant Trade Agreements (e.g.: NWPTA).
- Ability to provide strong leadership for the District in the area of procurement.
- Possess strong business acumen with in-depth knowledge of modern procurement and supply chain principles and practices.
- Demonstrated expertise in planning, organizing, and directing purchasing activities, including competitive bidding processes, supplier negotiation, property management, contract administration and risk management/insurance.
- Experience in risk management and the development and implementation of appropriate internal controls.
- Demonstrable, well-developed interpersonal and communication skills
- Ability to create a team approach in completing projects.
- Ability to plan, organize and implement Board and departmental policies.
- Ability to provide sound support for technology purchases.
- Experience in the public education sector is an asset.
- BC Drivers' License

We offer a competitive salary including a comprehensive benefits package. Qualified individuals may submit their application by Monday, May 10, 2021 at 4:00 p.m. to: <https://bit.ly/3vqDFPn>.

The District appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

Note: The successful applicant will be subject to a criminal record check.