

Manager of Operating and Capital Procurement Permanent Full-time

The Comox Valley is an attractive geographic location, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains. There are spectacular outdoor activities available throughout the region, offering unlimited possibilities to current and prospective residents.

At the Comox Valley Regional District (CVRD) we work collaboratively, continually look toward the future and strive to be the change we wish to see in our communities. Our values coupled with a commitment to leadership excellence and a resolute focus on serving the residents of the Comox Valley, help to create an organizational culture that's second to none. What we do goes beyond work, offering our employees the support to achieve and maintain a healthy balance between work and lifestyle. Working with the CVRD is a plus for everyone.

We are currently seeking a **Manager of Operating and Capital Procurement** to join our Financial Services team. Working closely with the Chief Financial Officer the Manager of Operating and Capital Procurement is responsible to lead the evolution of supply chain management at the Comox Valley Regional District (CVRD). This is a proactive, strategic role in the development and implementation of bylaws, policies, systems and procedures. As a key position in the organization it is a strategic advisor to the Board and staff ensuring best practices in the procurement of services, and projects.

Reporting to the Chief Financial Officer the primary responsibilities of this role include:

- Developing, overseeing and providing supervision for the procurement function on behalf of the CVRD
- Managing capital and providing strategic advice on complex procurement, and best value procurement practices
- Planning and leading the request for proposals/quotations/ and other necessary information in order to make decisions on the best method of completing the acquisition of goods and services
- Preparing and conducting board and public presentations with respect to the CVRD's procurement processes when required
- Maintaining and enhancing the vendor performance program and reporting on performance objectives in accordance with contractual terms and conditions
- Continuing to research emerging best practices for procurement and negotiation
- Engaging with external associations and organizations related to the procurement process within the public sector
- Supporting internal departments by way of building internal capacity through training and overseeing procurement activities
- Providing training, guidance, performance evaluations, coaching, and career development to procurement support staff.

Our ideal candidate is:

- Forward thinking and creative with the ability to exercise sound judgement when making decisions
- An enthusiastic leader, and strong collaborator
- Proven skills managing risks, and navigating multiple projects
- A strong communicator with demonstrated success in facilitation, consensus building, and conflict resolution
- Possesses solid knowledge of current trade agreements and provincial public sector procurement standards
- Diplomatic and tactful with the ability to develop and maintain positive relationships with stakeholders
- Committed to continuous quality improvement and operational excellence
- Educated at the post-secondary level with a university degree in commerce, business administration, or other related field with five to seven years of experience in public procurement, preferably in a local government setting

To review the complete job description and to apply go to the CVRD website www.comoxvalleyrd.ca/jobs.

The closing date for this position is October 28, 2020 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted.

The Comox Valley Regional District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all individuals.