



CAREER OPPORTUNITY

PROCUREMENT OPERATIONS MANAGER

As a member of the Leadership Team, the Procurement Operations Manager is directly responsible for Vancouver Island Regional Library's (VIRL) strategic process of product and service sourcing, including research, negotiations and planning.

Reporting to the Deputy Executive Director, the Procurement Operations Manager develops the strategic process of sourcing products and services, including tools to measure cost savings, minimize risk and focus on value for the organization.

The Procurement Operations Manager leads the Purchasing Division who acquire or support the acquisition of goods, services and Capital Works for specified business objectives. The Procurement Operations Manager is a strategic partner for VIRL's Divisions, ensuring that they receive high quality and timely goods and services that underpin an excellent organization and library service.

Representative Duties:

- Develops and introduces best practices for evaluating suppliers, negotiating contracts and ensuring that all competitions are conducted in an efficient, timely and cost-effective manner;
- Ensures that the procurement of goods, services and Capital Works are achieved in a transparent and competitive process aligned with the Procurement Policy and all applicable legislation, regulation, and trade agreements;
- Ensures that the acquisition of all goods and services is consistent with VIRL's strategic direction, values, and goals;
- Oversees activities of personnel engaged in purchasing and distributing materials, equipment and supplies;
- Supports the preparation of instructions regarding purchasing systems and procedures;
- Oversees the preparation of purchase orders, change notices, RFPs, RFQs, RFIs, ITQs, ITT's and other procurement documents as appropriate, delegating responsibilities to the Procurement Supervisor as needed;
- Negotiates contracts, terms and deadlines with vendors and suppliers;
- Analyzes market and delivery conditions to determine present and future material availability and prepares market analysis reports;
- Audits vendor invoices charged to purchase orders and contracts for compliance with the Procurement Policy;
- Oversees the development and coordination of evaluations, competitive bid processes, documentation and analysis;
- Oversees office procedures and practices, studies work flow, sequence of operations, and identifies and implements improvements and efficiencies;
- Coordinates with the Facilities Division to support facilities equipment, repair and maintenance and to arrange for disposal of surplus materials;
- Coordinates with the Information Technology Division to negotiate contracts and procure and dispose of equipment for the organization;

Representative Duties Continued:

- Supports the successful execution of capital projects through responsive and efficient procurement;
- Ensures that the Purchasing Division provides high quality and responsive service to Divisions and Branches, and collaborates with internal stakeholders to ensure that the goods and services procured for VIRL meet the requirements and expectations of the organization;
- Develops and maintains inventories;
- Ensures that approved purchases are cost efficient and of high quality;
- Complete management of employees including recruitment, performance evaluation and the implementation of disciplinary action up to and including termination of employment.

Required Knowledge, Skills and Abilities:

- Experience developing and implementing public administration practices related to purchasing.
- Experience developing, implementing and managing a comprehensive public tender process ensuring transparency, fair and equitable business processes.
- Experience negotiating and managing complex contracts including construction and capital projects, developing project requirements and specifications, and driving the evaluation process.
- Strong budgeting and forecasting skills.
- Demonstrated ability to understand, define and respond to customer needs in a multi-work site, public sector environment.
- Strong interpersonal and communications skills (both written and verbal) including the ability to lead effectively by example, managing staff, project teams and assigned budgets, and to work collaboratively with stakeholders across the organization.
- Experience with being part of a capital projects team and change management.
- Thorough understanding of relevant legislation, regulation, trade agreements and industry best practices.
- Critical thinking, organizing, problem solving and prioritizing skills with ability to be flexible and adaptable to meet unexpected demands.
- Experience implementing and executing risk management, audit and compliance protocols.

Required Education and Experience:

- Completion of a four-year Degree in Business Administration, Management, Public Administration, Project Management or similar business field.
- Completion of Supply Chain Management Professional designation (SCMP), Purchasing Management Association Certification (PMAC) or equivalent or a combination of education and related work experience may be considered.
- Seven to ten years full-time relevant work experience, preferably in public administration.
- Minimum five years management experience in a unionized environment.
- Ability to multi-task with a high level of accuracy under tight deadlines.
- Must be highly flexible, able to work independently, be self-directed and maintain confidentiality.

You should also know:

You are required to have a valid BC Driver's License and a reliable vehicle given that there will be travel to various VIRL Branches or potential VIRL Branch locations. You will also be required to satisfactorily complete a Criminal Record Check (Working with Children & Vulnerable Adults).

About Us:

Our Mission is to enrich lives and communities through universal access to knowledge, lifelong learning, and literacy. *Our Vision* is to develop strong library branches that are vital community destinations for knowledge, inspiration, innovation, and renewal.

Vancouver Island Regional Library serves over 430,000 people through 39 branch locations on Vancouver Island, Haida Gwaii, Bella Coola on the central mainland coast, and through our eLibrary at www.virl.bc.ca.

We offer a competitive compensation and benefits package.

This position is located at our Administration Office:

6250 Hammond Bay Road
Nanaimo, BC V9R 5N3

Please reference the Competition No.: EX2020-50 in the subject line of your email when submitting your cover letter and resume to HR@virl.bc.ca.

Your cover letter should clearly identify how you have the knowledge, skills and experience to be successful in this position.

This position closes on Tuesday, August 18, 2020.

VIRL thanks all applicants for their interest in working with us however only those selected for an interview will be contacted directly.

Your Voice. Your Library.