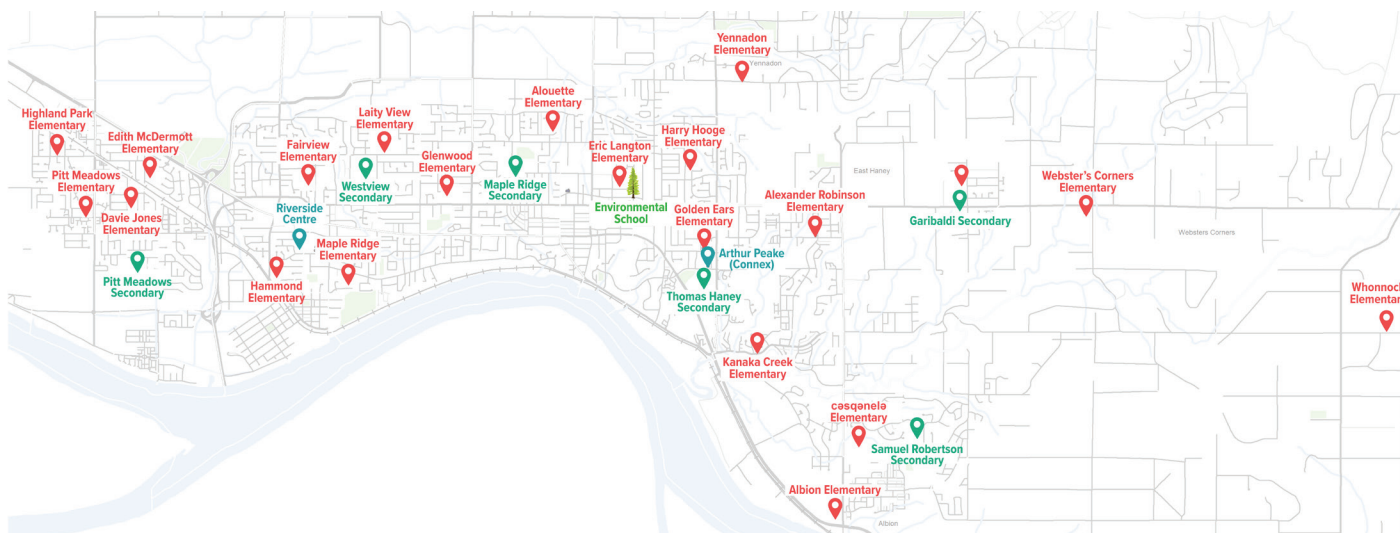




# ASSISTANT MANAGER, PROCUREMENT

MAPLE RIDGE - PITT MEADOWS SCHOOL DISTRICT NO. 42





## THE ORGANIZATION MAPLE RIDGE – PITT MEADOWS SCHOOL DISTRICT

School District No. 42 meets the learning needs of over 17,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education. For more information about our school district, visit [www.sd42.ca](http://www.sd42.ca).

### CORE FUNCTION

The Assistant Manager, Procurement works alongside the Manager, Procurement to oversee procurement activities in schools and departments within the School District. They ensure that all procurement processes are efficient and compliant with British Columbia and Canadian laws, as well as relevant trade agreements and provincial government policies.

### RESPONSIBILITIES

1. Assist with development and implementation of procurement policies, procedures, and practices to ensure compliance across the district.
2. Develop and implement strategies to proactively identify and resolve procurement issues.
3. Foster positive relationships with district staff and vendors to enhance centralized purchasing and promote a culture of collaboration.
4. Conduct regular assessments of essential goods and services availability to ensure adequate supply for district needs.
5. Develop and implement training programs to enhance the skills and knowledge of junior staff in the procurement department.
6. Provide procurement training to staff throughout the district to improve procurement performance and compliance.
7. Facilitate the competitive bidding process, including the preparation of solicitation documents (RFP, ITT, ITQ, RFPQ) and evaluation of proposals.
8. Review and recommend contract awards based on evaluation results.
9. Manage contracts of medium to complex nature, including negotiation and execution.
10. Monitor compliance with legal and contractual obligations and develop strategies to mitigate risks.
11. Support strategic sourcing initiatives, policy and process reviews, vendor database maintenance, cost analysis, and reporting.
12. Identify and prioritize cost-saving opportunities and drive continuous improvement in procurement processes.

13. Provide technical and analytical support to enhance procurement performance and recommend business improvements.
14. Monitor industry trends and supplier performance and recommend areas for potential savings.
15. Manage the Purchasing Card System to ensure compliance with established policies and procedures.
16. Assists Manager, Procurement with recruiting new staff members and filling internal postings.
17. Assists with human resources related matters such as employee misconduct, performance management, wellness support, gradual return to work activities and duty to accommodate request.
18. Covers for manager during absences and participates on Committees as required.
19. Perform other related duties as assigned by the Manager, Procurement, while ensuring alignment with departmental goals and objectives.

## **QUALIFICATIONS**

1. Completion of a recognized professional education program in purchasing, procurement, or supply chain management, or equivalent experience.
2. In-depth knowledge of modern procurement and supply chain principles and practices, including experience with e-procurement systems and processes.
3. A minimum of five years of experience in progressive purchasing/procurement roles, preferably in a public sector environment.
4. A minimum of three years successful experience in the supervision of staff, with awareness of associated safety issues, preferably in a unionized environment or an equivalent combination of education and experience.
5. Proven ability to monitor and evaluate the work of unionized staff, having strong critical thinking, troubleshooting, problem-solving and decision-making skills.
6. Detailed knowledge of public purchasing practices, including tendering and issuing of Request for Proposals, as well as knowledge of relevant trade agreements and regulations.
7. Experience with Capital projects and procurement including knowledge in depth of CCDC contracts and other industry-standard contract forms (experience with CCDC 2, CCDC 5A, etc.).
8. Strong attention to detail and accuracy, with demonstrated organizational and prioritization abilities in a fast-paced environment.
9. Strong analytical, problem-solving, and technical skills, with the ability to exercise good judgment and make sound decisions.
10. Excellent communication skills, both written and verbal, with the ability to effectively communicate complex information to a variety of audiences.
11. Strong leadership abilities, including the ability to coach and mentor junior staff, manage projects, and drive continuous improvement initiatives.
12. Demonstrated commitment to professional development and staying current with industry trends and best practices.

This position start date is effective immediately.

## **COMPENSATION**

The salary range for this position is \$82,058 - \$102,572 plus an excellent benefits package.

## **TO APPLY**

To apply, please send your cover letter, resume and [district application form](#) to [applicants@sd42.ca](mailto:applicants@sd42.ca), this posting will close on August 15, 2025. The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.