



CITY OF
PRINCE GEORGE

ROLE DESCRIPTION

JOB TITLE: SUPERVISOR, PROCUREMENT

DIVISION: RISK & PROCUREMENT

DEPARTMENT: FINANCE & IT SERVICES **SCHEDULE:** EXEMPT

GENERAL ACCOUNTABILITY:

The Supervisor oversees all procurement activities of goods and services for the City. The incumbent is responsible for administering the competitive bidding process including establishing and reviewing of tender specifications; establishing bid terms and conditions; invitations and advertising of tenders and bid summary processing through to the eventual awarding of contracts.

The incumbent ensures the best interests of the City of Prince George are met in a cost effective manner while minimizing potential liability. This position provides advice on a wide range of technical and operational issues requiring extensive knowledge of federal and provincial legislation, municipal policy, procurement law, procedures, and processes and acts as a key representative and liaison.

ORGANIZATION STRUCTURE:

This position reports directly to the Manager, Risk & Procurement. Reporting to this position are: Procurement Analysts, and an Administrative Coordinator.

NATURE AND SCOPE:

The Supervisor oversees all procurement activities for goods and services for the City and all aspects of the competitive bidding process. This includes overseeing project scope and deliverables; negotiating terms of the contract; checking work and progress; ensuring quality control; and ongoing liaison with internal customers. There is regular responsibility for managing annual service and supply contracts.

The incumbent is responsible for remaining current on provincial and federal legislation and regulations and procurement issues and initiating action to ensure the City's compliance.

The Supervisor provides leadership to employees and provides direction on priorities. The incumbent coaches and mentors staff, appraises employee performance and, when required, initiates and implements progressive discipline procedures. The Supervisor is responsible for hiring, ensuring that every new employee receives an orientation, identifying and implementing staff training and development needs, monitoring and following up on employee absences, and ensuring job descriptions are kept current and updated when appropriate.

The incumbent is responsible for overseeing the operations of the procurement division, and for achieving strategic, financial and operational goals. They are responsible for developing and managing the section's budget including approving expenditures, monitoring revenues and expenses, and recommending budget revisions. The Supervisor assists the Manager with the development of long term planning as it applies to the services provided by the Division, and makes recommendations regarding improvements or capital extensions to Divisional equipment and structures. They maintain and submit reports, records and other information relating to the operation and maintenance of systems, schedules, and progress of work.

The Supervisor is responsible for ensuring that the Division operates in accordance with the policies established by the City. In conjunction with their staff, the incumbent is responsible for identifying, developing and ensuring the implementation of improved workplace practices and procedures. They ensure that existing policies and procedures related to the operation are clearly identified, documented, communicated to staff, and consistently applied.

The incumbent also handles a variety of special projects, as assigned.

CONTACTS:

The Supervisor, Procurement has significant contact with various levels of management and staff within the organization. The incumbent may act as a spokesperson on purchasing related matters and maintains contact with representatives from external agencies.

The incumbent is expected to act in a proactive manner within the overall departmental team and City organization. There is a strong emphasis on communication and on building and maintaining positive, professional relationships with both internal and external customers.

QUALIFICATIONS:

Education: A Professional Purchasing designation. Completion of a Bachelor's Degree is desired.

Experience: The ideal candidate will have seven (7) years of related experience in procurement and supply chain management, preferably in a municipal environment.

Ideally you are a proven leader with significant operations management experience within a unionized setting. This position requires sound knowledge of contract law, competitive bidding, accounting principles and applicable legislation.

Critical attributes include:

- Demonstrated proficiency in each of the City's leadership competencies: Innovation, Strategy, Persuasion, Communication, Delegation, Achievement, Cooperation and Empathy.
- Thorough working knowledge of the theories, principles, practices and procedures related to public procurement.
- Ability to understand complex procurement documents and provide insight and direction to staff and internal clients on best approaches to handle many different procurement requirements.
- Ability to negotiate large, complex contracts.
- Demonstrated ability to exercise independent judgment and discretion in dealing with sensitive and confidential matters, managing competing deadlines with multiple tasks/projects.
- Superior interpersonal and communication skills and the ability to deal effectively with all levels of staff, vendors, the public and external contacts in person and in writing.
- Sound technical knowledge and understanding of products and services required by the City.
- Exceptional analytical, interpersonal, problem solving, conflict resolution and consulting skills.
- Ability to maintain effective, positive working relationships with others to help create a proactive, positive, and motivated team environment.
- Strong time management, organizational and project management skills, along with the ability to work to deadlines.
- Well-developed research, analytical and problem solving skills.
- Excellent communication and interpersonal skills to deal with a wide range of internal and external contacts.
- Demonstrated initiative and the ability to work in an independent manner.
- Strong supervisory skills and the ability to train, mentor, lead and evaluate staff.
- Ability to work within, and contribute to, a collaborative team environment.
- Demonstrated commitment to quality service with a strong customer orientation.
- Demonstrated public relations skills.
- Ability to deal effectively with the public and the development community.

Valid BC Drivers license:

Yes – Valid BC driver's license, full-privilege class 5.

Vehicle Usage:

Yes.

Criminal Record Check:

Yes. As a condition of employment, must be able to obtain and maintain a clear Criminal Record Check for offenses related to the position.

Revised by: Bourret / Borgia

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Revised by: S. Shelke