



Job Description

Purchasing Agent

Regional District of Central Kootenay

TITLE OF IMMEDIATE SUPERVISOR: Chief Financial Officer

TITLE OF IMMEDIATE SUBORDINATES: N/A

DEPARTMENT: Finance

SUMMARY OF POSITION:

Reporting to the Chief Financial Officer (CFO), the Purchasing Agent is a pivotal figure in the Regional District's procurement framework, balancing a strategic process development role with hands-on operational duties. Working closely with the CFO and other management staff, the individual shares responsibility for the development, implementation, and ongoing refinement of procurement strategies, policies, and processes aligned with the values of the RDCK, including maximizing the efficiency and effectiveness of resource use. The role requires a proactive approach to identifying and capitalizing on procurement opportunities through analysis, the integration of innovative processes, and the fostering of close collaborative relationships across departments and external organizations to ensure these strategies and processes are effectively realized.

ROLE AND RESPONSIBILITIES:

Procurement Strategies

- Facilitate and support the development and alignment of procurement strategies and operational procedures across departments, including group purchasing arrangements and procurement category management.
- Conduct cost-benefit analyses for products and services at the organizational level, staying informed about market trends, environmental issues, and legal changes.
- Assist in managing higher value procurement initiatives, tailoring strategies to achieve organizational goals.

Tactical Procurement Operations

- Manage the procurement process for significant purchases as required, including drafting and executing procurement documents such as Requests for Tenders and Proposals, consulting with operational staff, coordinating evaluations and managing the contract process.

- Conduct market research to identify and qualify potential suppliers and vendors and negotiate supply and service contracts and/or related purchase orders.
- Assist departmental staff with monitoring contractual compliance, helping address discrepancies or issues as they arise.
- Support the annual budgeting process with research and recommendations on pricing trends and delivery forecasts for goods and services.
- Administer and support the process to dispose of surplus goods and equipment.

Compliance and Policy Development

- Assist the organization in achieving compliance with relevant bylaws, trade agreements, and safety procedures.
- Work with Corporate Administration, Finance and Senior Management to update procurement related policies, procedures and guidelines.

Vendor and Stakeholder Management

- Maintain and enhance relationships with both internal and external stakeholders to optimize procurement opportunities.
- Offer procurement initiative advice, training and recommendations to senior, departmental and project managers.
- Develop a vendor performance management program to evaluate and manage supplier performance.
- Build relationships with group purchasing organizations and procurement related partnerships with other public sector organizations.

Performance and Improvement Analysis

- Implement and monitor procurement performance metrics to evaluate the effectiveness of procurement activities
- Identify opportunities for process optimization including improvements to the effective utilization of procurement software applications.
- Support departmental staff in addressing vendor performance issues and implementing corrective measures as necessary.

REQUIRED QUALIFICATIONS AND EXPERIENCE:

- A diploma in Business – Purchasing / Supply Chain Management and at least 5 years purchasing related experience, preferably in a local government environment;
- Supply Chain Management Professional (SCMP) designation, completed or substantially in progress, is preferred.
- An equivalent combination of education and experience will be considered.
- Professional certification as a Certified Professional Public Buyer (CPPB) is a definite asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong understanding of Supply Chain Management, current procurement trends, best practices, and relevant legislation.
- Proven capability in developing effective procurement strategies and applying change management practices.
- Exceptional negotiation skills and the ability to handle multiple priorities efficiently.
- Analytical and problem-solving skills, alongside effective communication and interpersonal abilities.
- Independent worker and team player, proficient in MS Teams, Word, Excel, and Outlook, with a solid working understanding of procurement software applications.
- Clean criminal record check and a valid BC driver’s license required.
- A commitment to RDCK's core values of Health and Safety, Integrity, Accountability, and Respect.

ACCEPTANCE:

I have read and discussed the expectations for this position. The associated tasks have been explained to me by my direct supervisor and I am prepared to accept these responsibilities.

_____	_____	_____
Employee Name	Employee Signature	Date
_____	_____	_____
Employer Representative Name	Employer Representative Signature	Date