

**City of Castlegar**  
**POSITION DESCRIPTION**

POSITION TITLE:	DATE:
PROCUREMENT & CONTRACT CLERK	January 2021
DEPARTMENT:	REPORTS TO:
Finance	Director of Finance/Chief Financial Officer

**SUMMARY**

The Procurement & Contract Clerk is responsible for managing and maintaining a comprehensive City wide contract and procurement program. Overseeing the City's procurement process from inception to completion; working closely with City staff and external vendors to ensure compliance with purchasing procedures and responsible for the centralized administration of the City's contracts, agreements and grants program.

**RESPONSIBILITIES**

1. Oversees and provides the administrative and technical support for purchase orders, change notices, invitations to tender/request for proposals/quotations/information and other procurement processes.
2. Preparing documents, providing administrative support for the public tender openings, facilitating the evaluation process, and administrative and technical review of contract agreements.
3. Supports Department Heads and Managers in determining the appropriate procurement process and in the preparation of procurement documents; coordinating and administering all phases of the procurement process including developing quotes, tenders, proposals, contracts, and other procurement documents.
4. Provides input into modifications or improvement of City procurement policies, procedures and practices.
5. Monitor risk for the organization and identify any opportunities for cooperative group buying partnerships and piggyback opportunities to maximize efficiencies.
6. Ensures the City's compliance with all applicable policies, bylaws, regulations and legislation related to the competitive procurement process for public entities.
7. Maintains an understanding of emerging best practices for public procurement.
8. Develops and introduces best practices for evaluating suppliers, negotiating contracts and ensuring that all competitions are conducted in a timely and legally enforceable manner.
9. Writes required reports to Council to award tenders, contracts, and other areas requiring Council approval.
10. Oversees the City's overall contract administration program including the preparation, renewal and revision of contracts.
11. Ongoing review of contracts, leases, etc. in order to effectively address potential risk exposures.
12. Liaising between parties regarding contract development, and negotiations regarding terms and conditions, and drafting and revising changes as required.

13. Assists City departments in researching and evaluating grant opportunities from provincial and federal governments, or other agencies.
14. Ensures compliance to grantor guidelines in the allocation of funds and in maintaining grant record keeping and reporting.
15. Assists with the administration of the City's insurance coverage and the handling of all third party liability claims made against the City.
16. Reviews and recommends for approval third party insurance certificates provided by vendors performing services for the City, parties who enter into agreements with the City, or those hosting special events on City property.
17. Assists City departments in the disposition of surplus assets.
18. Acts as backup and extra resource when required within the department.
19. Actively participates in evaluating procedures and contributing to effective and efficient processes to achieve results for the department.
20. Performs other finance and accounting duties as assigned by the Director or Manager of Financial Services

## QUALIFICATIONS

<b>Essential</b>	<b>Desirable</b>
Up to two years of experience in public procurement, preferably in a local government or other government setting.	Previous municipal or other public sector accounting experience.
Post-secondary degree or diploma in Business, Purchase, Contract Law or closely related field.	Membership and completed courses in the Supply Chain Management Association (SCMA), National Institute of Governmental Purchasing (NIGP) or similar procurement association.
Completion of/working towards a procurement designation, e.g. Supply Chain Management Professional (SCMP) or Certified Professional Public Buyer (CPPB)	Thorough knowledge of the impacts of the various trade agreements on local government purchasing practices as well as tax protocol for GST.
Knowledge of contract law and government legislation related to purchasing and procurement functions in the public sector.	
Knowledge of the Master Municipal Construction Documents Associations (MMCD) and Canadian Construction Documents Committee (CCDC) standard forms of contract.	
Knowledge of local government supply chain management practices.	
Proficient in policy interpretation and ensuring compliance with policy and procedures.	

Ability to conduct the requirement of the position at the highest ethical standard.	
High proficiency using Microsoft Office suite, products, including advances MS Word and Excel skills and other related software.	
Demonstrated ability to administer the bidding process from inception to completion ensuring integrity, fairness, equality, and transparency of the process.	
Ability to communicate effectively, both verbally and in writing, with staff, outside agencies, external vendors and members of the public.	
Excellent organizational skills, detail oriented, ability to work with minimal supervision and prioritize workload to meet conflicting demands.	
Ability to apply sound professional knowledge/judgement to all tasks and assignments.	
Valid BC Driver's License Class 5.	