



SCHOOL DISTRICT #8 (KOOTENAY LAKE)

JOB DESCRIPTION – PURCHASING COORDINATOR

Status: Approved

Date: November, 2015

POSITION SUMMARY:

- a) An employee under the direction of the Secretary Treasurer or designate who:
 - a. Performs a variety of duties relating to the procurement of capital, equipment, supplies and services. This employee will also be responsible for assisting the Secretary Treasurer in preparing and awarding tenders, quotations and bulk orders.
 - b. Provides support to the Information Technology Department.

POSITION DUTIES AND RESPONSIBILITIES:

- a) Gathers and coordinates centralized purchasing for all schools and administrative sites in School District No. 8.
- b) Responds to inquiries from and provides information and advice to district staff relating to the internal procurement function and process, as well as external procurement trends, new products and services.
- c) Assists end users in the development of product and/or services.
- d) Keeps abreast of developments in purchasing and technology and identifies new and innovative approaches that could be implemented in the School District.
- e) Assists the Secretary Treasurer in ensuring that effective and cost efficient purchasing policies and practices are established and implemented according to Board and Ministry Policies.
- f) Develops and maintains supplier relations and communications through fair, honest and ethical business practices.
- g) Strategically plans and coordinates the annual department work schedule.
- h) Prepares competitive bid documents including Price Requests, Requests for Proposals, and Tenders. Coordinates the competitive bid process. Evaluates and analyzes competitive bid responses from suppliers.
- i) Responsible for supplier selection and recommendation.
- j) Recommends commitment of the School District through Contracts or Purchase Orders.
- k) Prepares and maintains manual and computerized department supplier records.
- l) Initiates follow-up and expedites orders, negotiates claims resulting from damaged or defective merchandise received from suppliers and bulk orders.
- m) Researches products, services and supplies and negotiates with suppliers, maintains purchasing manuals and catalogues.
- n) Prepares tenders, develops quotation requests, selects tenders, presides at tender openings, tabulates bids and makes or recommends awards. Notifies bidders of tender results.
- o) Manages Cross Border sourcing and importation (freight and customs brokerage).
- p) Ensures all district purchases are in compliance with Federal and Provincial legislation.
- q) Oversees and monitors the supply and service arrangements for telephone systems, leased vehicles, photocopiers etc.

Date Approved: November 2015
Signed on behalf of CUPE Local 748:

Signed on behalf of School District No. 8 (Kootenay Lake):

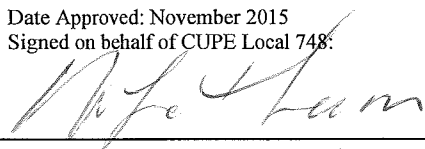
A handwritten signature in black ink, appearing to read "R. Latham", is written over a horizontal line.

A handwritten signature in black ink, appearing to read "D. Hux", is written over a horizontal line.

REQUIRED QUALIFICATIONS, EXPERIENCE AND ABILITIES:

1. Grade 12 education, and
2. Level III Purchasing Management Association of Canada Professional Development Program, and
3. Business courses and courses in computer software, and/or an equivalent combination of training and experience.
4. Two years' previous experience in the purchasing field, including working knowledge of purchasing processes; and procedures and legal requirements including working knowledge of Federal and Provincial legislation (Sales Tax, Goods and Services Tax, Duty Exemptions, AIT, TILMA, etc.).
5. Proven ability to operate a computer with word processing, spreadsheet, database and communication applications.
6. Ability to communicate effectively, both orally and in writing, with employees and the public.
7. Valid Class 5 B.C. driver's license.

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