



## **CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION**

<b>TITLE:</b>	Procurement Services Manager
<b>DEPARTMENT:</b>	Treasury/Finance
<b>REPORTS TO:</b>	General Manager of Finance and Community Services
<b>POSITIONS SUPERVISED:</b>	N/A
<b>EFFECTIVE DATE:</b>	June 2022

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### **POSITION SUMMARY**

Reporting to the General Manager of Finance and Community Services, the Procurement Services Manager is responsible for the procurement activities of the County of Middlesex, including but not limited to developing and ensuring compliance with the purchasing policies, procedures, by-laws, standards and legislation; oversees the creation of tender and proposal process; and conducts negotiations with vendors and contractors.

The Procurement Services Manager will ensure compliance with public procurement requirements and to be accountable in maintaining an open and honest process that is fair, impartial and transparent for the County of Middlesex.

The Procurement Services Manager may provide a wide variety of procurement support services for the lower-tier municipalities, as requested.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

1. In consultation with the General Manager of Finance and Community Services, develops, implements and manages purchasing by-laws, policies, procedures, standards and strategies using industry leading best practices for sourcing and contracting in order to ensure process transparency, fairness, impartiality and confidentiality.
2. Provides overall leadership and direction to procurement staff, including work planning, scheduling, staff mentoring/coaching and monitoring of working conditions.
3. Responsible for staff selection, hiring, discipline and termination following established policies of the County of Middlesex in consultation with Human Resources.

4. Develops, implements and manages procurement templates and standard terms for tenders, request for proposals, requests for information and contract requirements and specifications.
5. Manages the full-cycle procurement process ensuring that all risks related to procurement and vendor management are monitored and managed timely and effectively.
6. Advises and facilitates a variety of bid solicitation models to achieve best value in a timely and cost-effective manner in accordance with procurement by-laws, policies, procedures and regulations.
7. Oversees the bidding process from inception to completion including all competitive bid processes.
8. Provides advice and guidance on purchasing policies and procedures to ensure compliance with public procurement requirements.
9. Leads and consults with County departments in developing tenders, proposals, quotations and expression of interests, including:
  - a) development of the necessary terms and conditions of contract for each project;
  - b) development of the specifications and requirements for the bid call;
  - c) issuing the necessary documentation to bidders, including managing the bidders list, developing and issuing addendums;
  - d) coordinate the complete tender process including attending and hosting site meetings with the applicable department; and
  - e) conduct formal tender openings.
10. Leads cross functional teams across to identify cost saving opportunities or process improvements, implement best practices including participation in cooperative or bulk purchasing strategies and alliances with appropriate purchasing partners, including the area municipalities.
11. Plans, conducts and manages the negotiation of purchasing contracts with suppliers and business partners, consistent with quality standards and specifications.
12. Manages and maintains accurate documentation on all bid solicitations, response, purchases, contracts, certificates, performance reports,

correspondence, other communications and related documents in accordance with the County's Record Retention Policies and By-laws.

13. Prepares and issues contract award letters and post results on Bid and Tenders.
14. Administers and issues purchase order within authorized dollar limits or after receiving the appropriate approvals.
15. Develops constructive and collaborative working relationships with all stakeholders ensuring issues and concerns are addressed and problems resolved.
16. Administers the development and facilitation of training programs for the corporate purchasing function to Council, staff, vendors and the public as required.
17. Develops and implements internal audit control processes to mitigate risk of error or fraud.
18. Manages and conducts internal audits on purchasing activities to ensure compliance with purchasing policies and procedures and public procurement requirements
19. Develops and applies vendors and contract standards, as such WSIB and insurance requirements to protect the County.
20. Prepares and presents reports/presentations to County Council, Committees and/or external agencies, as required.
21. Oversees the vendor evaluation process, including ensuring proper documentation to support all award decisions.
22. Develops an overall vendor base which creates and sustains a competitive advantage, utilizing spend volume and leveraging technology.
23. Maintains and manages vendors on Bids and Tenders site for the County.
24. Responsible for managing vendor non-performance and negotiates corrective action plans.
25. Provides relevant documentation and updates for the County's website.
26. Monitors market trends regarding new products, services and processes.

27. Participates on a wide-variety of committees and/or workgroups such as a Corporate Purchasing Team, Elgin Middlesex Purchasing Cooperative, Ontario Public Buyers Association, etc.
28. Promotes public procurement awareness throughout the County through ongoing education and regular training seminars.
29. Manages shared purchasing agreements such as the Ontario Vendor of Record and OECM.
30. Assists and supports the General Manager of Finance and Community Services with special projects, as directed.
31. Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education & Experience**

- University degree in Business Administration, Commerce, Economics or related field.
- Completion of the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program is an asset.
- Five (5) years' demonstrated purchasing and strategic sourcing experience.
- Three (3) years' supervisory experience.
- Designation with either: the Supply Chain Management Association (SCMA) as a Certified Supply Chain Management Professional (SCMP), or the National Institute of Government Purchasing (NIGP) as a Certified Public Procurement Officer (CPPO).
- Current Criminal Record Check with a Vulnerable Sector Screening
- Valid Driver's license and access to a reliable vehicle.

### **Knowledge, Skills and Abilities**

- Knowledge of procurement law and its application to contracts, competitive bidding, procurement process and industry standards and best practices.
- Demonstrated understanding and knowledge of the principles, practices, and procedures of public procurement and contract administration.

- Ability to work with staff with a wide range of purchasing knowledge and experience.
- Strong research, analytical, problem-solving and negotiating skills while maintaining a high degree of accuracy.
- Ability to exercise discretion, judgement and work independently, with a high degree of integrity due to considerable exposure to confidential information.
- Demonstrated ability to contribute meaningfully to the strategic and business planning processes and direction of the division and corporations.
- Strong communication skills, both oral and written, and training experience.
- Knowledge of risk associated and Municipal operations, policies/procedures to develop/implement to mitigate loss.
- Proven multi-tasking skills with an ability to handle multiple projects and rapidly changing priorities while maintaining effective working relationships with County staff, lower tier municipal staff and external stakeholders, as required.