

Job Description - Contract and Procurement Coordinator

COUNTY *of* ANNAPOLIS
NATURALLY ROOTED

Job title	Contracts and Procurement Coordinator
Reports to	Director of Municipal Services
Next Level Manager	Chief Administrative Officer

Job Summary

The Contract and Procurement Coordinator provides the Municipal Operations Department with procurement, asset management, contractual, and documentation support. This employee must operate at a high level of effectiveness with excellent communication both internally and externally. Through analyses, document preparation, and oversight, this employee will ensure accuracy, policy adherence, and provide reviews and recommendations on projects and the day-to-day functions of the department. The Contract and Procurement Coordinator reports directly to and receives direction from the Director of Municipal Services.

Duties and Responsibilities

- Provides assistance with duties contributing to the effective operation of the department including assisting in the preparation of various management reports, public communication and the capital budget.
- Completion of documentation in support of the departmental projects. This involves:
 - Preparation of short form contracts and tender documents required;
 - Preparation of reports on technical issues, cost estimates, cost analyses, and project reporting;
- Ensures as-built information and updates to municipal infrastructure are received and documented
- Responsible for tender notices on the NS Procurement website and Municipal website, and advertising as required
- Prepares documents and makes recommendations for the purchase of major supplies and equipment as assigned
- Researches and submits various grant programs and applications
- Attends meetings of the design and construction teams as required
- Coordinates the disposal and sale of surplus equipment
- Provides oversight of streetlights and reporting to contractor for repair as required
- Responsible to liaise with clients and project management team
- Provides budget updates through SAP as required relating to both projects and day to day operations.
- Preparation of documents and reports as required by the Director of Municipal Operations.
- Participate in the hiring process of other departmental employees and provide input on the development of interview questions and HR administration as required.
- Preparation, coordination, and reporting on federal signage for gas tax funded projects as required.

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- Responsible for purchases and reconciliation relating to personal employee visa card
- Other reasonably related duties as may be assigned by the Director of Municipal Operations

Qualifications

Required Skills:

- Advance skills in Microsoft Office Suites
- Knowledge of Public Procurement Practices and Policies
- Post-Secondary Education in a related field such as Business Administration or Commerce is considered an asset
- 2 years of related experience or an equivalent combination of education and experience
- Knowledge of SAP Financial Software would be an asset
- Maintain a valid Nova Scotia Driver's License
- WHMIS & Occupational Health and Safety Training (can be provided by the employer)

Competencies

Values Diversity - Valuing Diversity is the ability to understand and respect the practices, customs and values of other individuals and cultures. Diversity is beneficial to the organization and community. It applies the ability to work effectively with a wide cross-section of the community representing diverse backgrounds, cultures and socio-economic circumstances, and divergent goals.

Communication - Communication is effective, timely, and relevant exchange of information that is respectful of the diversity of people, and the geography and working environments of our employees. It includes receiving information, listening, understanding and responding openly and effectively in interactions with others. It also implies this information is processed into actions.

Citizen Services - Implies a desire to help or serve others in a courteous and respectful manner and with the goal of meeting their needs. It means focusing one's efforts on discovering, meeting and balancing the needs of citizens, residents, elected officials, internal colleagues, or anyone that that person is trying to help. This involves recognizing that municipal employees are providing services and information to those who have rights and obligations (taxpayers and residents).

Achievement Motivation - Focuses efforts on working well and/ or competing against a standard of excellence while achieving high quality results.

Work Safety - Employees have a responsibility to take all reasonable and necessary precautions to ensure their health and safety and that of anyone else who may be affected by their work or activities. This includes adhering to safe practices and standard operating procedures established to reduce risks. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

Duty of Loyalty - As a representative of the County of Annapolis, every employee has a legal obligation to avoid acting in a manner that's contrary to the County's interests. This includes refraining from public criticism of the County's practices or personnel, as well an obligation to maintain confidentiality. Failure to do so is grounds for disciplinary action in accordance with the County's policies regarding managing unsatisfactory performance.

