

# **YUKON COLLEGE**

## **POSITION DESCRIPTION**

### **PART I - IDENTIFYING DATA**

**Position Number:** YC1188

**Position Title:** Manager, Procurement & Contracts

**Incumbent:**

**Division:** Administrative Services

**Headquarters:** Yukon College, Whitehorse

**Supervisor's Name:**

**Supervisor's Title:** Director, Finance

**Date Description Completed:** Nov 9, 2004

**Updated:** August 8, 2018

### **PART II - SUMMARY (broad statement of why position exists)**

This position is responsible for leading Yukon College's procurement team and acting as the College's primary advisor on procurement, insurance and liability issues. At the heart of this role is the ability to exercise sound judgement and to provide advice that will ensure the institution and its students and staff are well served in both the short and long term. Leaders across the institution rely on this position to provide informed, measured advice on how best to handle a range of matters from leases, to liability to contracts. As the manager, the incumbent will need to be a reliable, equitable and consistent voice for balancing risk with required outcomes.

On a day-to-day basis, the incumbent will be responsible for reviewing and tracking trends in procurement and contracting, recommending changes to policy and procedures, as required, and building connections with other institutions and organizations.

The incumbent will oversee all procurement and shipping and receiving staff. Reporting to the Director, Finance, this position is responsible for the procurement and contracting function, the shipping/receiving function, and (maintaining the capital asset inventory system, and as well, monitoring the modification, lease or construction of College facilities for all campuses.

#### **A. Duties and Responsibilities**

##### **1. Major Function - the most important activity or responsibility required (describe what is done, why it is done, and how it is done):**

##### **a) Provides procurement and contracting services to Yukon College clients, acquiring goods and services on behalf of Yukon College clients by:**

- advising all levels of College staff, from front line to President, on procurement and risk procedures
- leading development and ongoing modernization of procurement policies and procedures
- ensuring the ongoing development of procurement staff and other non-reports that deal with procurement through appropriate training and development opportunities
- Working with the local business community to maintain strong relationships in an appropriate manner
- monitoring and promoting compliance with the College Procurement and Contracting policy;
- assisting client departments in the determination and development of product standards and specifications which best fit their requirements, in preparation for researching possible sources;
- reviewing a variety of sources to identify prospective suppliers;

- determining the required form of tendering in accordance with the applicable Yukon College directives;
- preparing tendering documentation to obtain client's requirements, ensuring best overall value for the College;
- where deemed necessary, chairing and mediation of pre-tender consultation meetings between prospective vendors and client departments, to facilitate the exchange of information concerning client need and vendor ability to supply (e.g. acting as a facilitator between supplier and client groups in interpreting information, developing specifications; bringing stakeholder groups together to look for business solutions to problems, to build partnerships and improve effectiveness of communications, etc.);
- evaluating submitted bids, facilitating the evaluating committee, to determine the best qualified bid to best suit client department needs by determining and strictly applying evaluation criteria using a merit system;
- awarding Contracts and Standing Offer Agreements (SOA) following assessment against bidding criteria and client department recommendations (as applicable);
- finalizing awarded contractual documentation, administering contracts during the post-award period, ensuring the best interests of Yukon College are protected, and following up on poor vendor performance and other client-referred problems, confirming client satisfaction, and resolving problems, as required or as directed by the Director of Administrative Services;
- maintaining a centralized document control system in support of the purchasing function, including listings of all long term contracts, logs to record and report historical background of competitive procurement procedures, and assigning appropriate document identification numbers for all purchase orders, contracts, tenders, agreements and related files, using the College Banner administrative software program;
- consulting with vendor's and manufacturer's representatives soliciting information concerning new product developments, market trends, pricing policies, changes to delivery capabilities, and other information relevant to the contracting and procurement needs, policies, and practices of Yukon College;
- reviewing requisition forms for adequate information and fund expenditure authorization;
- administering the College corporate purchasing card program, developing, and interpreting policy, monitoring staff use of purchasing cards, assisting staff to use cards as an effective procurement tool in situations where procurement by card is most desirable;
- supervising and delegating tasks to the Procurement and Contracts Officer

b) **Oversees shipping and receiving services (and the maintenance of the capital asset inventory system). As well monitors the modification, lease or construction of College facilities for all campuses by:**

- supervising the asset management coordinator and the capital asset inventory system using Banner and other software applications. Ensuring all assets are identified and properly tagged and any transfers or dispositions are properly accounted for
- advising staff and arranging for repair or disposition of all College assets, and maintaining data bases to account for all dispositions. Determining value and best method for dispositions.
- negotiating leases as required for all campus facilities, including maintaining a centralized document control system in support of the facilities leasing function.
- monitoring the modification or improvement to leased facilities in the campuses, working with the landlords and College stakeholders to complete required projects.
- within delegated limits, authorizing payment of capital invoices, shipping charges, and Community Campus utility service invoices where required.

**Approximate percentage of job time above functions are performed: 80%**

2. **Other Principal Activities, in order of importance (describing for each what, why, and how, and approximate percentage of job time required, rounded off to the nearest 5%):**

a) **Performs various other tasks in support of the purchasing function, such as:**

- maintaining confidentiality of vendor and College information.
- completing vendor credit applications, ensuring favorable purchase and credit terms for the College.
- creating, submitting, and proofing advertising copy for the placement of open tender ads in printed media.
- dealing with complaints from vendors or clients and resolving issues satisfactorily.
- developing and maintaining forms to accommodate the procurement of specific services (e.g. vehicle rentals, travel agency services, etc.).

**Approximate percentage of job time above functions are performed: 10%**

3. **Examples of Additional Divisional Activities which may be performed:**

- preparing and submitting monthly or miscellaneous reports, or performing miscellaneous related duties as may be required by the Director Finance, such as departmental variance reports;
- obtaining and interpreting details from computer database, and providing details as may be required or requested such as historical data in order to aid in the purchase of a good or service, or to satisfy the request of a colleague or our auditors;
- preparation of miscellaneous correspondence;
- preparing budgets for the procurement unit;
- recruiting and training staff where necessary, and arranging or supplying coverage for staff vacations or unexpected absences; and
- completing employee performance evaluations as required by the collective agreement.

**Approximate percentage of job time above functions are performed: 10%**

4. **Approximately how long will it take for a fully qualified employee from outside the work unit to reach the full working level of the position:**

A purchasing professional with full qualifications and first hand knowledge and experience can reach the full working level of this position after working through one complete fiscal year.

**B. Problem-solving and decision-making**

1. a) **List any sections of Acts, Regulations, and Policies or Procedures the incumbent must be fully familiar with in order to perform the position's functions:**

Yukon College Policy manual  
Yukon College Collective Agreement  
PMAC Ethics & Guidelines  
Relevant Sections of WCB and Yukon Landlord Tenant Act  
IATA Regulations  
Transportation of Dangerous Goods Regulations  
WHMIS  
Applicable Trade Agreements (e.g. AIT, USMSC, etc.)

b) **Is the position responsible for interpreting, administering, or enforcing any of the above? If yes, explain.**

This position is expected to be fully familiar with the above and to exercise delegated authorities within financial and regulatory parameters.

**2. a) Describe the kinds of recommendations the incumbent is regularly required to make and to whom:**

- advises senior management on risk analysis and procurement matters
- regularly advises the Chief Administrative Officer and Director, Finance on range of risk and procurement-related issues
- advises staff, making recommendations on most suitable procurement strategy for a given situation.
- develop materials for Director of Finance to present at Board meetings
- makes general recommendations to the operating procedures, or revisions to general functions of the purchasing program to improve productivity and efficiency.
- advises Director of Finance on problem vendors from the point of contract completion.

**b) Who normally makes the final decisions with respect to those recommendations?**

The incumbent, in consultation with affected staff, and if necessary, The Director of Finance and/or Chief Administrative Officer.

**3. a) Describe the kinds of final decisions regularly made for which the incumbent is held accountable.**

- The day-to-day management decisions affecting the performance and effectiveness of the Procurement and Contracting Unit, asset management, and Shipping/Receiving functions. These final decisions include the choice of procurement or tender process to suit product or service and client need within Policy.
- Signing of Service Contracts and Purchase Orders/Standing Offer Agreements within delegated authority.
- Prioritising and delegating work on a daily basis to ensure all tasks are effectively completed.

**b) What is the direct impact of those decisions?**

- The position's decisions directly impact the timely acquisition, quality and price of goods and services. Any of these can have a negative or positive impact on the client's ability to deliver their programs, operate effectively within budget constraints, and the public image of the College.

**C. Freedom to Act**

**1. Describe the way in which this position receives direction:**

Special projects are assigned verbally/written by the Director of Finance and/or the Chief Administrative Officer. The Director/CAO orients the incumbent to College direction and priorities, the department's relationship with the Yukon business community, department's objectives, priorities, purchasing protocol and position authority. Within these rather general, broad parameters, the incumbent is expected to exercise considerable independence in determining his/her short term priorities and applying a professional standard of buying expertise in carrying out his/her responsibilities. Ongoing as-needed direction is received from the Director/CAO by verbal means (informally and in staff meetings) or through written instructions.

**2. What legislation, regulations, procedures, or established practices guide, constrain, or limit the activities of this position?**

Yukon College Policy manual  
PMAC Ethics & Guidelines  
IATA Regulations  
Transportation of Dangerous Goods Regulations  
WHMIS  
Yukon College Collective Agreement  
Various Trade Agreements (e.g. AIT, USMSC, etc.)

**3. How is the work of the position normally checked or evaluated?**

In addition to an annual formal evaluation, the incumbent's work is subjected to periodic spot checks by the Director, Finance who reviews the position's work for compliance to regulatory requirements. The Director also utilizes feedback from suppliers and client departments in assessing the position's effectiveness. The annual audit of the College reviews adherence to policy.

**4. What types of decisions are normally referred to the supervisor? (Give examples)**

- financial decisions which fall outside position signing authority limitations.
- questions of departmental or College policy.
- advice and/or direction on issues which have serious or potentially widespread ramifications (e.g. serious breaches of contract, etc.).

**D. Financial Accountability**

**1. a) Annual Budget (for units under the direct control of the position):**

Fiscal year:	\$570,000
Annual payroll:	\$314,000
O/M Budget (excluding payroll):	\$256,000
Capital Budget (excluding payroll):	\$0
Revenues:	\$0
Recoveries:	\$0

**b) Who prepares this budget?**

This position develops a recommended budget for this unit.

**c) What is this position's accountability for budget once allotted?**

To operate the Unit in a responsible manner, utilizing allotted funds efficiently and to monitor expenditures and variances at intervals throughout the fiscal year.

**d) Does position have authority/ability to reallocate resources? (describe)**

As long as the unit remains within budget constraints overall, the incumbent can reallocate funds between accounts.

**e) Signing authority levels:**

**- Delegated Spending Authority (under what section and for what amount)**

\$5,000 - Purchasing Department Expenditures  
\$10,000 – Revenue Contracts  
\$100,000 – Service Contracts and Purchase Orders for all Yukon College Departments subject to an authorized Requisition.

2. **Other expenditures or revenues influenced by this position and how.**

The position is responsible for all asset dispositions and recording such dispositions and any revenue received upon the disposition of assets.

The position influences expenditures of other College divisions through the tendering process. Obtaining best value and frequently saving divisional funds through competitive procurement processes.

**E. Management Supervision of Human Resources**

\_\_\_\_ 1. **No direct supervisory duties.**

  X   2. **Supervisory duties.**

a) **Number of positions supervised directly:**  
1part-time

**Permanent** 1 full-time and

**Aux/Casual** \_\_\_\_\_

**b) Nature of supervision: (check any of the following supervisory tasks that are to be performed on a regular basis):**

- ☒ a) show colleagues how to do tasks
- ☒ b) train other employees in work procedures
- ☒ c) assign work and review for quality/quantity
- ☒ d) establish work priorities and schedules
- ☒ e) change duties and responsibilities
- ☒ f) participate with supervisor in employees' performance evaluations, or formally appraise employees' work performance and discuss appraisal with them, making a final recommendation to advance or withhold merit increments
- ☒ g) recommend appointment or rejection upon completion of probationary period
- ☒ h) interview employees with attendance or performance problems
- ☒ i) act as first formal step in the grievance procedure
- ☒ j) interview candidates for vacant positions in the unit
- ☒ k) give opinion to supervisor on selection of new employees, or make final decision on selection of new employees
- ☐ l) other (describe)

**F. Key Personal Contacts**

<u>Who (what positions or groups)</u>	<u>Purpose</u>	<u>Frequency</u>
representatives of client departments and business sector.	request for information from/to client department and business	Daily
Director, Finance and other associated department officials.	exchange of information	Daily
Chief Administrative Officer	exchange information, receive direction	Daily
Employees reporting to incumbent	to provide direction	Daily

**G. Tools, Equipment, or Machinery Used**

<u>Name</u>	<u>Purpose</u>	<u>Percentage of time</u>
Computer Terminal	to prepare contracts, tenders, purchase orders, e-mail and other communications.	68%
Telephone	to communicate with vendors and clients	20%
Photocopier	to produce copies of tenders and other miscellaneous documents	2%
Calculator	to confirm quotation numbers, etc.	2%



## H. Working Conditions

Describe any adverse conditions that are normal and expected in the job.

a) **Describe weights lifted:**

<u>Type</u>	<u>How Heavy</u>	<u>Percentage of time</u>
Boxed files or packages	generally up to 25 kg.	5%

b) **What working conditions (sitting, standing, bending, reaching) or types of physical effort (hiking, walking, driving) are required?**

<u>Type</u>	<u>Percentage of time</u>
Standing/Walking	15%
Sitting	65%
Operating tools & equipment	15%
Lifting	5%

c) **Describe any physical hazards present:**

<u>Type</u>	<u>Percentage of time</u> 10%
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Occasionally the position must cover the Shipping/Receiving function, or move asset items in and out of storage. In these circumstances exposure to hazards such as heavy lifting, bending, reaching, and exposure to sharp objects may occur.

d) **Describe special physical conditions leading to discomfort:**

<u>Type</u>	<u>Percentage of time</u> 68%
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Long term use of the computer keyboard and mouse may lead to repetitive stress conditions.

e) **Interpersonal Conditions: Check any of the following conditions, which are normal and expected in the job and give examples:**

- ☐ high level of dissatisfied clients
- ☐ high level of emotional clients
- ☐ potential physical abuse from clients
- ☒ regular critical deadlines, required to meet client imposed schedules.
- ☒ high level of irregular critical deadlines, emergency issues often arise.
- ☒ constant interruptions, open door policy.
- ☒ instructions from more than one source, often expecting differing outcomes.
- ☒ students or staff under work related stress, creating unexpected workloads and stress.
- ☐ other:

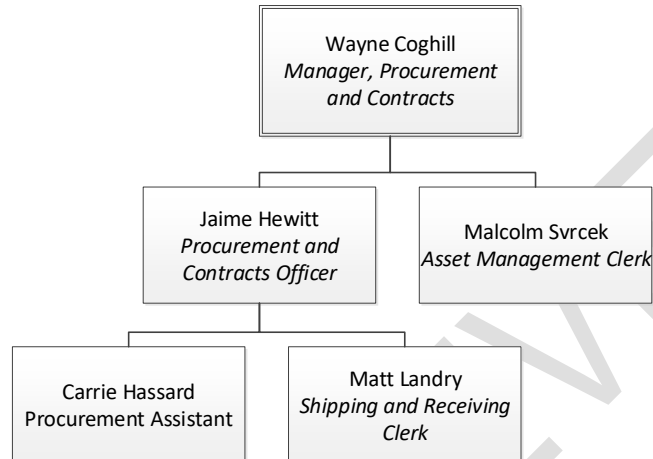
f) **Travel Required**

- a) average number of trips annually 1/2
- b) average number of days per trip 2/3
- c) average distance per trip 200/3,000 kms
- d) most frequent mode of transportation air



## I. Organization Chart

### Procurement and Contracts



## PART III – SIGNATURES

I confirm that this describes the duties and responsibilities I require of an incumbent in this position and have reviewed the description with the incumbent (where applicable).

.....  
Dean/Director or Designate

Date: .....

I have read the foregoing position description and understand that it is a general description of the duties and responsibilities assigned to the position I occupy.

.....  
Incumbent

Date: .....

## **PART IV - QUALIFICATIONS**

To be completed by the Dean/Director or designate

### **A. Minimum Knowledge, Skills, and Abilities Required**

- Thorough knowledge of materiel's management including, purchasing, transportation, asset management, disposal and service procurement
- Knowledge of purchasing principles, practices and methods
- Knowledge of a wide range of commodities and services relevant to the operation of a College.
- Knowledge of computerized capital asset inventory systems and procedures.
- Knowledge of management techniques including budgeting methods and techniques
- Knowledge of WHMIS and transportation of dangerous goods.
- Knowledge of risk management issues that relate to post secondary institutions
- Good research skills
- Good analytical skills
- Good organizational skills
- Excellent oral and written communication skills including the ability to negotiate agreements/contracts and resolve conflicts.
- Good interpersonal skills
- Ability to provide service effectively in a cross-cultural environment.
- Ability to supervise employees
- Strong customer service orientation
- Ability to maintain confidentiality of transactions within the Unit.
- Tact and diplomacy balanced with an assertive outgoing personality.
- Ability to set priorities and discern information from various documents and reports
- Budget management skills

### **B. Licenses, Certificates Required - Give title and section of any legislation, regulations, or other authority where applicable.**

Bachelor's degree preferred  
Post-secondary level coursework at a minimum  
PMAC (Purchasing Management Association of Canada) Level II or Certificate – or equivalent experience

### **C. Other skills and/or knowledge which may be desirable, but not necessarily essential to the performance of the position's duties.**

Knowledge of computerized Purchasing packages (College uses Banner package)

## **PART V – COLLEGE SIGNOFF**

Comments:

I approve this position description as being representative of the work I require to be performed and that the responsibility levels identified have been delegated to this position.

.....  
Director, Human Resources Services

.....  
College President

Date: .....

Date: .....

**FOR HUMAN RESOURCE SERVICES USE ONLY:**

Evaluation Point Results:

Knowledge and Skills: ...160.....

Accountability: ... 46.....

Mental Demands: ... 46....

Working Conditions: .....

Total Points: ...252.....

Pay Level: .....8....