



School District 72 operates throughout a large geographic area. Campbell River and Quadra Island schools and our school board office are located on the traditional territory of the Liḡwítḡaḡw people. School District 72 also encompasses the traditional territory of the Klahoose (Cortes), K'ómoks (Sayward), and ḡwεmaḡkʷu (Bute Inlet) First Nations.

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## SUPPORT STAFF

<b>Position:</b>	Procurement Officer
<b>Posting Number:</b>	24-MAINT-013
<b>Term of Employment:</b>	12-Month Temporary Position
<b>Hours/Day/FTE:</b>	24 Hours/Week
<b>Wage/Salary:</b>	\$ 33.99/Hour
<b>Deadline to Apply:</b>	December 31, 2024, at 4:00 PM

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### Join Our Team

School District 72 is looking for a **Procurement Officer** to join our team of professionals who strive to bring the district's learning beliefs to life.

School District 72 (Campbell River) is located on the east coast of central Vancouver Island, extending north to Sayward and south to Oyster River. The district also includes the outer islands of Read, Cortes, and Quadra. The district serves over 5,600 students in 18 schools with a diverse range of programs that are progressive and responsive to the educational needs and interests of students.

The district respects and values the relationships with all First Nations, Métis, and Inuit peoples who reside in these territories. It is with respectful consideration that the programs and services provided to students and staff acknowledge their histories, cultural contributions, and contemporary concerns.

### About the Role

Reporting to the Director of Operations and Manager, Capital Planning and Projects, the Procurement Officer purchases, organizes and oversees activities involved in the identification and acquisition of goods and services for School District 72's operations and capital projects. The Procurement Officer is responsible for supporting the relationships between the district and suppliers. The position also provides general project support for capital and operating projects.

- Responsible for establishing purchasing procedures to fulfill procurement, inventory, and distribution of required components.
- Plans, coordinates and delivers on the procurement of goods and services for the district as it relates to operations and capital projects.
- Prepares, reviews, and issues a variety of formal procurement documents and opportunities including Requests for Quotations (RFQs), Requests for Proposals (RFPs) and construction tenders.
- Provides general project support for capital construction and maintenance projects including cost tracking.
- Responsible for the efficient procurement workflow by reviewing purchase requests, obtaining supplier quotes, creating purchase orders and/or contracts and facilitating communication with suppliers.

- Assists Manager and/or Department Heads, or broader district staff with the development of procurement specifications.
- Ensures procurement complies with contract and bid law, policy, and legislation to ensure proper audit and business practices for purchasing and that contracts are implemented, monitored and controlled.
- Reviews and evaluates incoming requests for completeness, accuracy of budget signing authorities, appropriate budget application, specification detail and compliance with government regulations.
- Administer contracts, control costs and ensure on-time delivery in accordance with program requirements.
- Develops and maintains relationships with purchasers, vendors, and suppliers. Acts as a liaison between the district and vendors/bidders on day-to-day process and system matters.
- Manages and utilizes procurement portal software to facilitate formal procurement activities (Bids & Tenders, BC Bid, BC Auction)
- Advises on opportunities for the district to seek best value in procurement activities.
- Other related duties as assigned.

### **Bring your Expertise**

- Completion of diploma in business administration, supply chain management, or commerce.
- Minimum three years of recent experience in a buyer or procurement role, preferable within the public service sector.
- Public Sector Procurement Program Certificate would be an asset.
- Current knowledge of procurement practices, functions and business processes.
- Demonstrated proficiency in both oral and written communication including the ability to compose routine business correspondence.
- Sound knowledge of the applicable rules, regulations, policies, and procedures which govern departmental and/or school activities.
- Ability to establish and maintain positive working relationships with all School District staff and external parties and diplomacy.
- Ability to work independently with a minimum of supervision.
- Strong teamwork skills with the ability to work harmoniously and cooperatively within the team.
- Demonstrated ability to exercise initiative and judgment while working within prescribed procedures and processes.
- Excellent organizational skills with the ability to anticipate and prioritize job-related duties and to follow through and accurately complete tasks in a timely fashion.
- Superior communication and customer service skills including a demonstrated ability to exercise tact and diplomacy.
- Ability to maintain a high level of confidentiality.

### **Contribute to Our Success**

The Campbell River School District proudly developed a strategic plan for 2024-2028 that prioritized the following:

- Honour Indigenous World Views and Perspectives
- Student-Centred Learning Environments
- Evolving for Tomorrow

The following commitments are essential to all positions within the Campbell River School District:

- Commitment and adherence to workplace policies, procedures & practices.
- Commitment to standards of conduct, including behaving in a manner that is: respectful, professional, team-oriented, collegial, collaborative, ethical, honest, and trustworthy.
- Commitment to understand and implement the Truth and Reconciliation Calls to Action and the Declaration on the Rights of Indigenous Peoples Act.

## **Join Our Community**

Campbell River is a scenic, oceanfront community framed by extensive waterfront, west coast forests and snow-capped mountains. The area is renowned for its natural beauty and recreational opportunities such as skiing, kayaking, fishing, mountain biking, hiking, golf, and endless opportunities to experience nature. The moderate climate allows residents to participate in numerous outdoor activities on a year-round basis.

## **Experience the Benefits of SD72**

- Professional development and growth opportunities.
- The opportunity to grow your career in a small district.
- Progressive leadership team.
- Positive collegial culture with a great sense of community.

Employees are eligible for extended health and dental benefits, life insurance, and participation in a pension program as outlined in the Canadian Union of Public Employees (CUPE), Local 723 along with competitive vacation and sick day entitlements.

## **Employment Equity**

We value diversity of people to best represent the students and communities we serve as an equitable and inclusive employer. We welcome applications from all backgrounds, demographics and life experiences.

School District 72 is also committed to creating and maintaining an accessible work environment for all members of its workforce. Within this hiring process we will make efforts to create an accessible process for all applicants (including but not limited to people with disabilities). Confidential accommodation is available on request.

## **How to Apply**

Please submit applications through the [School District 72 Job Connect Portal](#). We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. The successful candidate will be required to complete a criminal record check.

Please ensure your application includes a cover letter stating the posting number, an updated resume and references, including most recent supervisor(s).

In accordance with Article 16.01 (a), the applicant with the greatest seniority and having the required qualifications, skills and ability to perform the job applied for shall be awarded the position. The district reserves the right to employ methods of assessment, to assess qualifications, skills and abilities. This may include, but not limited to, hours of experience, proof of certification, testing, interviewing, probationary periods and so on.