



# Senior Buyer

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## OVERVIEW

Reporting to the Secretary Treasurer, the Senior Buyer provides procurement expertise and leadership related to the acquisition of goods, materials, and services. This includes assessing needs, creating detailed specifications, using a variety of competitive bidding methods, and recommending single-source contracts. The position interprets and analyzes confidential competitive bidding information based on specific evaluation criteria and makes award recommendations to client managers and administrators. The position guides and advises District staff and ensures purchasing decisions are defensible, ethical and the best overall value to the School District.

## POSITION DESCRIPTION SENIOR BUYER

### **BYSR - 1**

Provides Procurement leadership for District-wide services and initiatives:

- Provides advice and guidance on procurement issues and the contracting process while considering contract law, provincial trade agreements, government acts and regulations, purchasing principles, laws of competitive bidding, and District policies and regulations;
- Coordinates procurement work teams which may include a mixture of department managers and supervisors, school Principals and Vice Principals, teachers and support staff;
- Translates user needs into descriptions of product or services to be acquired;
- Identifies and adapts innovative procurement methods;
- Develops the criteria for evaluation of competitive procurements;
- Selects evaluation committee members and conducts evaluation and contract administration meetings; and
- Arranges and participates in site visits.

## **BYSR - 2**

Reviews, plans and processes the daily and annual requirements for goods, materials and services to ensure the best method of procurement is used within School District policies and regulations:

- Receives and prioritizes purchase requisitions and reviews for complete specifications, appropriate budget availability and delivery deadlines;
- Determines priorities, schedules and prepares competitive bid documents including, but not limited to, Requests for Quotation (RFQ), Requests for Proposal (RFP), and Tenders
- Researches and recommends suppliers, goods and services according to reliability, quality, price, specifications, delivery options, terms and conditions;
- Oversees the competitive bid process and makes award recommendations to management based on RFP evaluation criteria;
- Oversees the competitive tender process, opens and evaluates tenders, and awards based on overall best value ;
- Assesses market opportunities, supplier qualifications, ability of suppliers to fulfill contractual obligations, quality of supplier response and quality of products;
- Prepares contract documents and issues Purchase Orders;
- Coordinates and monitors annual Standing Purchase Orders;
- Monitors and expedites orders through to completion and informs the supplier or end-users on order status and delivery;
- Maintains positive relations with suppliers by liaising with suppliers, departments and end-users to resolve shipping problems and invoicing and receiving discrepancies;
- Monitors and reports on supplier performance and identifies potential risks to District supplies and services;
- Collaborates and negotiates with suppliers to provide improved service to the District; and
- Identifies priority procurement needs for schools and departments and initiates purchasing activities without waiting for procurement requests.

## **BYSR – 3**

Provides procurement support to schools and departments:

- Provides procurement training, direction, and guidance to the administrative support position within the Purchasing Department.
- Provides support to schools and departments to ensure that public sector procurement processes and School District policies and regulations are followed.

**BYSR – 4**

Administers the District Purchasing Card Program:

- Oversees the related administrative tasks delegated to the administrative support position;
- Liaises with the service provider of the Purchasing Card Program;
- Liaises with Department Heads and School Principals to determine the suitability of candidates for the Purchasing Card Program;
- Reviews exceptions in purchasing card usage; and
- Provides reports on purchasing card usage upon request.

**BYSR - 5**

Advises client managers of current industry trends:

- Remains current on procurement topics from a variety of sources
- Participates in professional development opportunities;
- Assesses current and future market trends;
- Remains current with changes to competitive bidding legislation and legal decisions, liability issues and other information relating to the supply management function;
- Remains current with changes to provincial and federal government acts and regulations;
- Establishes and maintains rapport and business association with suppliers; and
- Performs product research proactively and upon request to ensure currency on new industry trends and directions, and the availability of emerging technology and products.

**BYSR - 6**

Obtains statistical data and prepares reports to management for department associated activities:

- Analyzes diverse information and data from a variety of sources utilizing spreadsheets, databases, and integrated purchasing systems;
- Recommends changes to departmental documents and procedures;
- Monitors savings and cost avoidance resulting from specific purchasing activities; and
- Reports savings and costing information to the Secretary-Treasurer to support annual budget preparation.

**BYSR - 7**

Performs other assigned comparable or transient duties that are within the area of knowledge and skills required by this job description.

**QUALIFICATIONS  
SENIOR BUYER**

<p><b>EDUCATION</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Diploma or Bachelor’s degree in Business Administration, <b>AND</b> a designation as a Supply Chain Management Professional (three year program)</p> <p><b>OR</b> equivalent combination of post-secondary education and purchasing experience</p>
<p><b>EXPERIENCE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Minimum four (4) years of senior level purchasing experience, including public sector purchasing and tendering in a medium to large organization</p>
<p><b>KNOWLEDGE</b></p>	<p><b><i>TECHNICAL REQUIREMENTS</i></b></p> <p>Proficiency in the use of word processing, spreadsheets and database software applications</p> <p>Strong analytical and negotiation skills</p> <p>Knowledge of practices, procedures, and techniques used in a medium to large, high volume computerized public sector organization</p> <p>Knowledge of legislation, provincial trade agreements, and contract law affecting contract negotiations, contract management and public sector procurement practices</p> <p>Knowledge of the competitive bidding process, including the development and posting of all bid documents</p>
<p><b>SKILLS AND ABILITIES</b></p>	<p><b><i>INTERPERSONAL REQUIREMENTS</i></b></p> <p>Ability to build and develop cross-functional team approaches to problem solving where individual skills and abilities are pooled to address and resolve issues that individuals are unable to solve without specialized procurement expertise and leadership</p> <p>Ability to construct thoughts in a logical and convincing fashion and express them in discussion</p> <p>Effective written communication skills and the ability to</p>

	<p>formulate and develop contracts and bid documents</p> <p>Ability to handle high volumes of work with constantly changing priorities</p> <p><b><i>PROBLEM SOLVING REQUIREMENTS</i></b></p> <p>Analytic and reasoning skills allowing the incumbent to select and apply innovative techniques and methods, which together support logical evaluation of gathered data</p>
<p><b>WORKING CONDITIONS</b></p>	<p><b><i>OCCUPATIONAL REQUIREMENTS</i></b></p> <p>Sufficient vision and hearing to perform related job duties</p> <p>Able to lift up to 18 kg and operate related equipment</p> <p>High volumes of work where detailed accuracy is extremely important</p> <p>Personal vehicle and valid BC driver's license</p>

Reviewed October 2023