



PURCHASING SPECIALIST

COMPETITION: #24133-50175776

SECTION: Purchasing & Inventory Unit, Financial Services
STATUS: Temporary full-time
DURATION: One year (*Assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)
HOURS OF WORK: Tuesday to Friday, 7:00 a.m. to 4:00 p.m.
SALARY: Pay Grade 25 - \$43.78 to \$51.70 per hour
COMPETITION END DATE: January 17, 2025

Under the overall direction of the Purchasing & Inventory Manager, the Purchasing Specialist is responsible for purchasing a wide variety of goods and services, providing advice and guidance to departmental clients on complex purchasing issues, and ensuring that cost effectiveness is commensurate with quality while satisfying VPD's specifications.

ESSENTIAL DUTIES

- Ensure that all procurement is in compliance with regulations and laws, related procurement practices, and in accordance with VPD's standard practices
- Ensure upfront procurement project planning is occurring, so that information is shared, and every bid and RFP is created to achieve successful outcomes
- Promote and adopt sustainable supply chain concepts where appropriate
- Provide consistent sourcing and contracting activities through the use and development of standard tendering document templates (primarily Request for Proposal, Request for Qualifications, prequalification processes, etc.)
- Review tender and award documentations with respect to the developed evaluation criteria
- Responsible for awarding a contract with consensus and approval from the respective chain of command
- Prepare detailed specifications, tender, and proposal documentation, and identify evaluation criteria
- Arrange for calling of bids and obtaining bids from vendors
- Post all high-value competitive bids on BC Bid for national exposure
- Analyzes, verifies, and evaluates bids as to price, quality, and conformance to VPD specifications and regulations
- Lead or co-lead complex negotiation processes
- Draft all contracts upon selection of successful proponent(s)
- Perform research and analysis of products, services, supplies, materials, and equipment
- Prepare and maintain records and reports, and provide purchasing recommendations
- Ensure all direct-buy purchases adhere to the procurement laws of Canada and VPD policies and procedures
- Prepare and maintain accurate records and documentation on all solicitations, responses, purchases, contracts, correspondence, and related follow-up
- Review, verify, and process purchase requisitions
- Schedule ordering of supplies or services common to several sections
- Advise and assist departmental clients and suppliers regarding procurement
- Attend internal and external meetings, and serve on committees as and when required
- Conduct vendor site audits and inspections
- Prepare correspondence, keep records, and maintain current information on commodities and prices
- Study price trends and other economic conditions which may affect prices
- Report on key performance indicators
- Assist in the analysis of inventory operations
- Monitor orders and expedites as necessary
- Source materials and uniform for non-contract items
- Carry out warehouse operations in the receipt, storage and issue of items, as required
- Work closely with the Inventory Control Lead on inventory issues
- Other related duties and responsibilities as assigned



KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of modern methods involved in bidding, specifications, and purchase awards
- Thorough public sector purchasing knowledge and RFP experience, with knowledge of the legal and trade agreement requirements related to public sector procurement
- Considerable knowledge of the policies, procedures, standards, methods, practices, contract law, risk management, and negotiation techniques related to purchasing and inventory management
- Considerable knowledge of the types, quantities, sources, and prices of commodities and services required by VPD
- Considerable knowledge of market conditions, prices trends, and delivery practices
- Ability to prepare specifications, contracts, and tender documents for a variety of products and services, and to monitor and administer such contracts
- Ability to interpret and apply the laws of contract and competitive bidding to a variety of situations
- Ability to evaluate quality and price elements, and determine suitability of goods and services
- Considerable knowledge of the functions and requirements of the various departmental needs as related to the work performed
- Ability to deliver excellent customer service to clients and stakeholder groups
- Ability to establish and maintain effective working relationships in a team environment
- Working knowledge of warehouse and stores operations
- Working knowledge of accounting and budget practices
- Ability to prepare and maintain records, reports, and spreadsheets
- Ability to communicate effectively, verbally and in writing
- Ability to use computerized materials management system and various software applications

EXPERIENCE

Required:

- Considerable experience in public sector procurement; or an equivalent combination of training and experience.
- Considerable related procurement and contract management experience

Preferred:

- Experience in public sector procurement – within the last five years
- Experience working in a policing environment or public safety sector
- Knowledge of law enforcement equipment
- Experience working with SAP database or other ERP system
- Experience in handling firearms and ordnance in a safe and secure manner

EDUCATION

Required:

- Completion of Grade 12
- Supply Chain Management Association (SCMA) - Member (in good standing)
- Supply Chain Management Professional (SCMP) from SMCA, or equivalent

Preferred:

- Canadian Possession and Acquisition License (PAL) – Firearms License



OTHER REQUIREMENTS

- Physical strength and agility, sufficient to meet the demands of the job
- Must be able to lift, carry, and move heavy awkward objects
- Valid BC driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

Selection Process: Candidates may be required to take a written test.

NOTE: This position falls under the jurisdiction of Teamsters Local 31.

We thank all applicants, however, only those short-listed will be contacted.

Applicants should submit a resume and cover letter via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email vpd.civilian.jobs@vpd.ca.