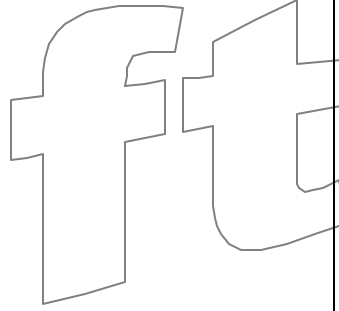


Purchasing Officer

JOB DEFINITION WORKSHEET

Draft

Name:		Location:		Sheet # __ __	
Responsibility:					
Task		Standards & Deliverables		Goal / Objective	
1. Procurement Conducts the procurement of a variety of equipment and supplies in support of the KH&SB		<ul style="list-style-type: none"> Reviews contract demands and requisitions to ensure the adequacy of purchase descriptions and that data related to specification, inspection, delivery and conditions have been provided as per purchasing guideline Identifying the board's material needs and translate these into appropriate material specifications as per purchasing guideline Review historical data to determine whether changing conditions dictate a different method of purchase Recommend substitutions additions or deletions to clients, based on knowledge of the communities and services required, as per standards supported by the Board Contacts suppliers or manufacturers by telephone, facsimile or in writing to discuss discrepancies between goods ordered and received with a view to effecting corrective action as per purchasing guideline Maintains a quality control 		TBD- terms of reference change TBD- standards TBD – Quality Manual	
2. Develops Methodology , long term planning process		<ul style="list-style-type: none"> Develops procurement policies, procedures, methods and systems Develop and implement a procedure for departments and suppliers to address and resolve purchasing problems Researches new systems development and changes to government regulations Analyze procurement specifications to ensure they are conducive to competitive tendering and to ensure procurement conducted on a single source basis is adequately justified, and decide on the most appropriate method of purchase Develop contract terms (ie) license, insurance, auditing Direct preparation of RFP's as required Ensures appropriate authorities have consented to the contract Provides guidelines for Computer inventory & purchase of hardware & software 			

<p>3. General Administrative</p>	<ul style="list-style-type: none"> • Provides training and guidance to Board staff on purchasing procedures • Coordinates bulk purchasing activities • Maintains contract files as per purchasing guidelines 		
<p>4. Handles telephone or written inquiries from clients, administration, and the general public</p>	<ul style="list-style-type: none"> • Demonstrates a professional manner • Documents all phone calls received as per log book protocol • Assertive, but not aggressive communication • Factual and empathetic • Listens effectively 		
<p>5. Administers Contracts</p>	<ul style="list-style-type: none"> • Maintains contract files and listings • Establishes a follow up process to ensure contracts are renewed as required and distribute monthly • Carries out audits to ensure contract payments are in accordance with contracts established by the Board annually • Prepares local contract authority, purchase order, Standing offer Agreement forms , maintain control registers of same as per purchasing guidelines • Coordinates requests for tenders or quotes , recommends purchase relative to tender protocol • Prepares contracts and Standing Offer agreements as per procedures and presents for approval to Executive Director 		
<p>6. Maintains Inventory Controls</p>	<ul style="list-style-type: none"> • Maintains information on stock control and audits for order discrepancies • Develop and maintain an asset inventory as per FAM • Develop and maintain an asset maintenance and replacement plan as per Cap asset Mgmt guidelines • Recommends capital purchases as defined in procedures 	<p>Sample 20/mth</p>	

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