

**SCHOOL DISTRICT #42  
Maple Ridge - Pitt Meadows  
JOB DESCRIPTION**

**JOB TITLE:** Senior Contract Administrator

**DATE:** April 2014

**REVIEWED:** April 2017

**PAY GRADE:**

**LOCATION:** District Education Office

**SUMMARY:** Reporting to the Purchasing Manager, responsible for establishing, maintaining and monitoring procurement strategies and vendor contracts in support of the District's supply and procurement requirements and in compliance with District policies and best practices.

**DUTIES:**

1. Works with schools and departments to determine contract needs, defining specifications and requirements.
2. Determines best procurement method for commodity or service, including issuing RFPs, RFTs, RFQs and other forms of tendering.
3. Manages the tender process including establishing the terms and conditions of contracts, contract administration and scheduling. Tracks contracts in place and/or offered as part of the Education Cooperative Purchasing Group (EDCO) or other buying groups.
4. In consultation with the Purchasing Manager, negotiates contracts.
5. Remains current in knowledge of organizational purchasing policies and materials management regulations and evaluates alternative methods of procurement which may improve purchasing performance.
6. Prepares specifications and contract wording for written competitive procurement, analysis and recommends best value.
7. Maintains contract files and monitors contract cost performance. Provides budget, contract and report analysis.
8. Resolves vendor disputes and department/vendor issues. Processes and negotiates claims against suppliers for unsatisfactory products and/or service.
9. Communicates purchasing policies and requisition procedures to District staff. Recommends appropriate changes to existing policy and procedures as required to sustain or enhance purchasing performance.
10. Identifies, analyzes and provides recommendations on potential contracting risks and liabilities.
11. Sources and orders equipment and supplies as required.
12. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

**REQUIRED KNOWLEDGE, ABILITY AND SKILLS:**

1. Successful completion of Grade 12 plus a Supply Chain Management Professional (SCMP) Designation
2. A minimum of five (5) years' experience in the field of high-volume purchasing, contracts and acquisition, preferably in the public sector.
3. Experience in issuing and awarding competitive procurements, report writing and contract negotiation and preparation.
4. Knowledge of supply sources, transportation, market conditions and vendor performance.
5. Detail-oriented with the ability to make analytical, arithmetical and logical evaluations, measuring quality and suitability vs. prices and other related factors.
6. Ability to effectively manage multiple tasks, set priorities and meet deadlines.
7. Ability to operate office equipment and proficiency with computers and a variety of software applications.
8. Excellent oral and written communications skills combined with the demonstrated ability to use sound judgment, tact and discretion and communicate effectively and harmoniously with staff, students, parents, contractors and visitors.
9. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

**JOINT COMMITTEE MEMBER'S SIGNATURES:**

	
	