

	Municipality of the County of Annapolis JOB DESCRIPTION	Position Title: PROCUREMENT AND AGREEMENTS COORDINATOR
	Union / Non-Union: NON-UNION	Classification Type: FULL-TIME
	Salary Classification: RANGE 4	Approval Date: JULY 24, 2023

General Job Responsibility

Procurement and Agreements Coordinator shall be responsible for overseeing the Municipality's tendering program, providing oversight of the Municipality's insurance oversight program, receives and processes public complaints related to insurance and liability, establishes and implements a municipal procurement policy, advances a sustainable procurement program and evaluation matrix, conducts regular staff training and public educational programs concerning purchasing, maintains a master list of all contracts and agreements, oversees an electronic document management system for agreements, coordinates property and building appraisals, and works with external agencies to establish standing offers, and local real estate services. This job description is a general outline of duties and responsibilities and is not meant to limit the employee's initiative to expand or increase their work output, subject to approval by their supervisor.

Accountability

This position reports directly to the Director of Finance.

Specific Job Responsibilities

1. Oversees the development, preparation, issuance, review, and recommendation of public tenders related to finance and administration, which may include insurance, auditing, banking, fire services, planning, property appraisals, information technology, and other similar municipal needs, considering feedback from appropriate department staff and advisory committees prior to recommendations for decisions being made.
2. Maintains the Municipality's full liability, property, vehicle and equipment insurance policy, ensuring that all properties and operations have the required coverages, contracts and agreements that require third-party certificates that list the Municipality as an additional insured are obtained and maintained in good standing, and that third parties that have leases, easements, or other agreements with the Municipality that are required to carry insurance coverage, have such coverage in place at all times and the Municipality always has an up-to-date policy in its files, while creating and maintaining certificates of insurance files for all.
3. Receives public complaints and legal actions regarding insurance matters and potential claims, creates an internal process for receiving and documenting complaints, reviews all matters brought to their attention and forwards matters related to municipal insurance directly to the Municipality's insurance provider for the claim period noted, and forwards all claims to the Municipality's solicitor for preliminary advice and filing and reply letters on behalf of the Municipality.

4. Researches and prepares a comprehensive purchasing and public procurement policy to ensure that the Municipality's purchasing is compliant with municipal policies, provincial, regional, national and international purchasing agreements and legislation, and the policy shall contain a provision for local purchasing preference where allowed by law and the *Public Procurement Act* of Nova Scotia.
5. Researches and consults with other government and non-profit partners and agencies to ensure that all tenders, requests for proposals, price quotations, requests for expressions of interest, requests for qualifications, et cetera, contain a provision whereby any proponent that provides and demonstrates sustainable practices, green material use, local products and services as part of their submission, receive bonus scoring points in their tender or proposal submission.
6. Conducts training with all municipal staff that have the authority for making purchases on behalf of the Municipality by ensuring regular updates of legislation, municipal policies, practices, forms, and evaluation criteria, ensuring that all municipal purchases comply with laws and policies while maximizing Annapolis County benefits both in terms of costs and short term and long-term community benefits.
7. Prepares forms, documents, educational materials, reports, pamphlets, brochures, and other print and electronic media to promote and encourage local financially responsible and sustainable purchasing practices at the Municipality and throughout Annapolis County.
8. Maintains a master list of all contracts and agreements, notifying the appropriate staff person at least five months prior to the notification clause contained in each agreement that notification must be given by that future date to terminate, or begin re-negotiation of the agreement, to ensure the contract or agreement does not end or terminate unexpectedly or in detriment to the Municipality and community without full Municipal consideration.
9. Leads the development and implementation of an electronic document management system for all contracts and agreements within the Municipality, working with the Municipal Clerk's office to ensure consistency of filing, metadata fields, accuracy of data entry, and ease of access by all staff.
10. Coordinates the Municipality's requirements for building and property appraisals, Phase I and Phase II environmental assessments, working with lawyers, surveyors, engineering firms, professional commercial property appraisal companies, provincial registry of deeds, and other required persons and agencies to contract for timely completion of these services when required at the best price and within required timeframes.
11. Establishes and administers a program for the Municipality of standing offers or similar procurement process for items that are regular purchases for which the Municipality would benefit from bulk purchasing in conjunction with other municipalities and public

sector entities while still obtaining competitive pricing to maximize the financial resources of the Municipality on behalf of its residents.

12. Contracts for the regular provision of local real estate services for the posting, advertising, sale, and land transfer of Municipal properties to maximize exposure and sale prices while minimizing expenses, allowing for this service to be renewed or changed every three years, seeking companies that have wide sale exposure.
13. Works with existing contracted service providers and municipal departments to ensure that all providers maintain required service levels over the life of agreements and to ensure that service level deficiencies on the part of third-party service providers are identified and resolved.
14. Educates and supports vendors to better understand municipal needs including providing educational feedback debriefs, where applicable, and support of tender inquiries while ensuring fairness and equal treatment of all vendors.
15. Supports Directors and other staff with purchasing authority in the creation and implementation of purchasing policies and processes, looking for ways to maximize community benefit at reduced costs.
16. Prepares reports and presentations for the Director of Finance and the Chief Administrative Officer on various topics and issues during the year as requested.
17. Other duties and responsibilities as may be assigned from time to time by the Director of Finance.

Qualifications and Expectations

Candidates for this position must possess, as a minimum, an undergraduate degree in business, procurement, or law, coupled with specialized technical training in real estate appraisals, property law, surveying, public sector procurement program, or a similar educational program, or a combination of these educational requirements and lived experiences that meet requirements.

Additionally, the candidate must have a minimum of five (5) years of experience working in a procurement or real estate field, with preference given to those whose experience is directly or indirectly working with a municipal government organization, or a combination of formal experience and lived experiences.

Due to the nature of this position, the employee must have strong reading and writing skills, with meticulous attention to detail, spelling and proofreading, be fluent with Microsoft Office, and be comfortable working in an environment that has short timelines and high political and business attention. This position will occasionally require work outside of normal office hours including evenings and weekends.