



## POSITION DESCRIPTION

**TITLE:** PROCUREMENT & COMMUNICATIONS ASSISTANT

**DEPARTMENT:** ADMINISTRATION

**ORGANIZATIONAL RELATIONSHIPS**

**REPORTS TO:** MANAGER OF PROCUREMENT & CONTRACT ADMINISTRATION

**SUPERVISES:** N/A

**REVISION #:** 01: JUNE 2024

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### POSITION SUMMARY

The Procurement & Communications Assistant will provide technical and administrative support in the fields of procurement, contract administration, and communications including, but not limited to, facilitating procurement processes, preparing legal documents, assisting with the sale/disposal of surplus assets, coordinating communications activities, developing communications content and materials, and organizing special events.

### KEY RESPONSIBILITIES

#### PROCUREMENT:

- Provides purchasing and procurement support to facilitate the purchase of a wide range of goods and services, including construction.
- Liaises with District staff to develop requirements and prepares procurement documents (e.g. Requests for Quotations, Invitations to Tender, Requests for Proposals, etc.), primarily for opportunities of low or medium risk and/or complexity.
- Routinely receives and processes privileged and confidential information and documents related to the procurement process and contract administration.
- Publishes/issues procurement documents and manages procurement opportunities on electronic procurement platforms.
- Receives confidential vendor submissions, prepares evaluation material, and facilitates confidential evaluation processes.
- Assists in resolving basic bid irregularities and compliance issues.
- Prepares contracts and other contract award documentation, including notices to successful and unsuccessful respondents, purchase requisition forms, and purchase orders as required.
- Performs contract management functions including entering contract details into contract management system and receiving, filing and tracking proof of insurance and bonding for active contracts.
- Corresponds with suppliers, conducts debriefs with unsuccessful suppliers, participates in vendor performance review meetings, and maintains confidential vendor performance records as required.
- Assists in the preparation of reports/summaries related to procurement and contract administration activities as requested, including associated council reports (including those scheduled for in camera Council sessions).

- Maintains records (primarily electronic).
- May prepare non-procurement agreements, such as lease agreements and license of occupation as required.
- Assists in the sale/disposal of surplus assets.
- Supports Manager of Procurement & Contract Administration with other initiatives as required.

#### **COMMUNICATIONS:**

- Assists in the development of media releases.
- Organizes and attends media announcements/events (e.g. grand openings, ribbon cuttings, photo opportunities, etc.) and special events (e.g. Mayor's Receptions, Snow Angel, Mayor's Excellence Awards, etc.).
- Maintains Communications email inbox and calendar detailing scheduled events, media releases, social media posts, etc.
- Prepares and schedules social media posts and responds to public inquiries, using Meta Business Suite.
- Updates the District's website and other media platforms with Communications content and liaises with website content management system company as required to support website updates as required.
- Assists in the development and management of templates for internal and external communications.
- Liaises with District Council, District staff, media contacts, provincial/federal government, and other third parties for the coordination of media release and media events as required and maintains confidentiality of information prior to official announcements.
- Assists in development of media response messages, fact sheets, briefing notes, background notes, editorials, speeches and speaking notes, directing inquiries to the appropriate department and organizing interviews, as required.
- May participate with Emergency Operations Centre communications and associated District emergency communications as required.
- Assists in the preparation of scheduled and emergency Voyent Alert messages.
- Availability on evenings and weekends for emergency communications is a requirement for this position.

This job description contains elements necessary for the identification and evaluation of the job. The incumbent may be required to perform other related duties.

#### **QUALIFICATIONS, SKILLS AND ABILITIES**

- A recognized diploma or certificate in procurement, communications, business administration, legal, or other related field, or equivalent combination of education and experience.
- A minimum of two (2) years of related experience, preferably in the public sector.
- Relevant professional procurement or communications designation would be an asset.
- Knowledge and/or experience with procurement and contracts.
- Familiarity with information systems, website and online communications technologies, including social media and content management systems.
- Familiarity with public engagement strategies, techniques and approaches.
- Experience with and a thorough understanding of confidential practices, procedures, and standard protocols.
- Exceptional interpersonal skills, written and verbal communication skills, attention to detail, and professional business ethics.
- Strong organizational, analytical, problem-solving skills.
- Customer service focused, with the ability to develop and maintain effective relationships across all organizational levels and with a variety of stakeholders.
- Ability to work on several concurrent tasks and competing priorities within established and sometimes short timelines.
- Ability to handle confidential and sensitive matters/information with discretion, integrity, and sound judgment.
- Demonstrated computer skills in Microsoft Office (Word, Excel, Outlook, PowerPoint).
- Valid Driver's License.