POSITION: Manager, Facilities & Purchasing  
LOCATION: Corporate Services, Central Library  
INCUMBENT:  
DATE CREATED: December 2013

MAIN PURPOSE & FUNCTION

Reporting to the Director, Corporate Services & Facilities, the incumbent is responsible for the purchasing of equipment, supplies, non-collection materials, and services and is responsible for the building maintenance of the Library branches and shipping and delivery services.

The incumbent is part of the management team at the Library and participates in the creation and maintenance of a respectful and inclusionary workplace, setting expectations for the conduct of staff that adhere to the Library’s policies and procedures.

This position supervises three positions directly and sixteen full time and ten part time staff indirectly.

SPECIFIC DUTIES OR RESPONSIBILITIES

1. Purchases equipment, supplies, non–collection materials, and services by:
   - reviewing purchase requests submitted by supervisory and management staff to ensure appropriateness, accuracy and completeness and that funds are budgeted and available
   - reviewing product specifications and advising on changes/modifications and any additional information required
   - researching and evaluating products and suppliers
   - negotiating terms and ensuring best value
   - initiating purchase orders
   - preparing and evaluating Requests for Proposals and Requests for Quotations in consultation with City of Vancouver Supply Chain Management staff
   - recommending product purchase to supervisory and management staff and placing orders with suppliers
   - ensuring compliance with the Library’s Procurement Policy
   - establishing and preparing recommendations for change to Library purchasing policies and procedures
   - seeking advice and support from City of Vancouver Supply Chain Management staff, as required
   - liaising with City of Vancouver Supply Chain Management staff on cooperative purchasing ventures

2. Responsible for all areas of building maintenance of the Library branches, including plumbing, electrical, shelving, carpeting, painting, dry walling, janitorial, and landscaping by:
   - utilizing the maintenance staff as effectively and efficiently as possible
   - contracting for services, as required, and coordinating work plans with contractors
• working with retail landlords and their agents regarding base building versus tenant improvement concerns
• liaising with building property managers to coordinate work and projects being performed, in order to minimize the impact on Library services
• liaising with the City of Vancouver Real Estate and Facilities Management staff to engage contractors and materials specific to roofing, builders and HVAC systems for Library branches in City-owned buildings
• liaising with Library volunteer organizations (i.e., Friends of the Vancouver Public Library) to coordinate staff assistance for volunteer events (i.e., book sales)
• working with Branch Heads and Unit Heads to assess and determine Facilities needs

3. Supervises and directs the staff of the shipping and receiving, and maintenance departments of the Library, by:

• planning, scheduling and directing the purchasing, shipping, delivery, and maintenance departments to meet Library requirements
• managing the performance of direct reports and coaching subordinate supervisors in the areas of staff supervision, attendance management and performance development
• accountable in area of responsibility for human resources management, including employee hiring, transfers, discipline and termination
• dealing with employee relations issues based on a sound understanding of the collective agreement and in collaboration with the Human Resources department
• representing the Library at Step 1 of the grievance process and at arbitration and providing input into preparation for bargaining; may participate as a member of the bargaining team
• representing management on various union/management committees, such as technological change, occupational health & safety, and classification
• participating in workforce and budget planning in the event of budget reductions; identifying potential staff reductions and reallocating staff to meet the needs of approved programs and projects

LEADERSHIP COMPETENCIES

Integrity

Holds self and others accountable; takes ownership for personal behavior and business results; demonstrates transparency in activities and relationships

Demonstrates honest, fair and ethical behavior; delivers on commitments

Inclusivity

Serves on external committees (i.e., City of Vancouver) to represent the Library’s position and ensure the Library’s involvement in relevant initiatives

Maintains a broad organizational perspective, working across and outside silos; builds teams that meet goals and actively manages group dynamics

Serves as a member of the Managers’ Group; participates in committees that plan, recommend, establish and review services and policies

Initiative
Responsible for positively implementing organizational initiatives including developing goals and objectives, policies, procedures and services, using the library’s strategic priorities as a guide.

Sets performance expectations and monitors completion of objectives for assigned areas of responsibility.

Monitors external social, economic, political and environmental trends that affect library service.

**Inspiration**

Aligns people to a shared vision and motivates performance; articulates the mission, vision and values of the library; links activities to the Library’s strategic priorities.

**Intelligence**

Works strategically to anticipate issues, manage cost and risk, identify alternative approaches and leverage opportunities; monitors external economic trends that affect library services.

Establishes effective financial management processes; develops and recommends short and long term plans including resource allocations for existing and new services.

Employs sound project management principles and procedures in the planning and implementation of programs and services.

Aligns effort and resources to strategic priorities; plans and manages annual operating budgets for assigned areas of responsibility ensuring efficient use of resources.

**Other duties:**

Participates in professional associations, conferences, workshops and meetings to maintain currency in the field of purchasing.

Acts as support and resource for other managers and directors as required.

Participates in training and professional development activities.

**REPORTING RELATIONSHIPS**

**Supervisor:** Direct: Director, Corporate Services & Facilities

**Staff Supervised:** Direct: Assistant Supervisor, Buildings & Maintenance

Supervisor, Shipping & Receiving

Indirect: Trades Maintenance Workers

Building Maintenance Workers

Drivers I & II

Lead Hand, Shipping Clerk

Shipping Clerks I & II

Building Service Workers

**JOB REQUIREMENTS**

**Education/Qualifications:**
A university degree or a diploma in business administration, business operations management, purchasing management, or a related discipline.

Criminal Records Check.

Credit Check.

**Required Knowledge, Ability and Skills:**

Thorough knowledge of current trends and industry best practices in areas of responsibility.

Current knowledge of library service, administration and management. Strong commitment to serving clients; open, pragmatic and responsive to clients and community.

Demonstrated ability to manage the purchasing needs of a large organization and to effectively manage multiple projects and priorities at the same time.

Demonstrated record of achieving strategic outcomes in a timely manner.

Ability to manage building and Library maintenance issues (plumbing, electrical, shelving, carpeting, painting, dry walling, janitorial).

Ability to be innovative and flexible in a rapidly changing library environment, and to assist staff to participate in and be open to change.

Demonstrated level of professionalism and confidentiality with strong ethics.

Excellent communication skills both oral and written.

Excellent conflict management and problem solving skills; demonstrated business negotiation skills.

Knowledge of financial management methods including program costing, budget forecasting and monitoring of expenses.

Proficient with programs including Microsoft Office and Enterprise Resource Planning (ERP) systems.

**Experience:**

Five years recent relevant experience, particularly in the area of purchasing/supply chain management, including a minimum of three years experience in a supervisory position; demonstrated leadership and managerial skills.

**Developed By:** Eric Smith
**Date:** October, 2017