

Procurement Officer

Lifestyle Opportunity



Our Region

The Municipality of the County of Kings is a community of communities, both urban and rural, offering an exceptional lifestyle to residents. With a population of more than 60,000, the Kings Region offers full-service amenities you'd typically find in more urban environments in quaint small towns with vast rural landscapes and amazing vistas.

With an average workplace commute of fewer than 20 minutes, you'll have more time to do what you love. The Kings Region has something for everyone to enjoy and, with more than 240 days of sun every year and relatively mild winter weather, you'll love doing most, if not all of it, outside. Whether you're an avid rockhouser, passionate foodie, enjoyer of the arts, or you just need a place to relax, our shores, fields, trails, orchards and vineyards offer up world-class experiences enjoyed by visitors and locals alike. We even have a drive-in movie theatre!

If you have children or family at the beginning of their educational journey or a committed lifelong learner, our educational resources are second to none! Here you'll find Acadia University, three NSCC campuses and a selection of private career colleges. In addition to a robust public education system, the Annapolis Valley has a selection of independent schools all offering access to programs like the International Baccalaureate and Advanced Placement programs, as well as specific support services for students with learning differences.

Healthcare options are as diverse as our opportunities for leisure! In addition to private clinics for traditional and alternative therapies, the Valley Regional Hospital serves the people of Kings and Annapolis Counties, and provides specialty services as a referral centre for the Annapolis Valley and other areas of Western Nova Scotia.

The Municipality of the County of Kings is situated in the eastern Annapolis Valley, Atlantic Canada's most abundant agricultural region; we're just an hour away from Halifax and its international airport. Wherever you go in Kings County, you're never far from the sea, lakes, forests and the pleasures that make living here a joy. The Bay of Fundy is home to the world's highest tides and Fundy's nutrient-rich waters attract huge numbers of shorebirds as well as fish and whales.

Sounds awesome, right? You don't have to take our word for it, though! Click [here](#) to learn more about the Annapolis Valley & Bay of Fundy Region!



Our Organization

The Municipality of the County of Kings offers opportunities for growth and career development while maintaining a workplace culture that mirrors the friendly and welcoming atmosphere Canada's East Coast is famous for. As an organization, we value integrity, respect, excellence, transparency, innovation, diversity and sustainability in all that we do.

We are pleased to provide a wide range of services to our residents, from safe, reliable drinking water, to land use and inspection services, wastewater management, recreation and leisure and much more! We have a lot going on at the Municipality and while we are proud of the work we do, we're most proud of the folks we have doing it! Our staff believe in providing quality service for quality living for all persons living or accessing municipal services in Kings.

Our workplace culture is a relaxed, flexible atmosphere where people are encouraged to set lofty goals and are supported in achieving them. We believe in taking informed, measured risk to drive innovation. We have a variety of active workplace committees, ranging from an amazing social events committee to health and safety and employee engagement. We value input from these groups in our decision-making process as we continue to work towards our collective vision of being a community of communities where all people belong.

Our team is committed to implementing [Toward Equity & Diversity: a Strategy for Belonging in the Municipality of the County of Kings](#) and recognizes that authentic inclusion, justice and belonging are a continuous journey – not a final destination. We work at being anti-racist, advocating for de-colonization, and supporting equity, inclusion, diversity, justice and belonging. We will hold each other accountable and provide transparency for our community to also hold us accountable. We commit to being fair, being good allies and humble collaborators.



Your Opportunity

This opportunity is simple: we're inviting you to bring your skill and talent to our organization through the role of Procurement Officer!

We're looking for a dynamic person ready to contribute to our vision of being a community of communities where all people belong. We're excited about this role and the opportunity it presents for the successful applicant, our organization and our community.

Statement of Intent: Our goal is to be a diverse and inclusive workforce representative of the communities we serve at all job levels. We encourage applications from Indigenous People, Persons of African Descent, Black/African Nova Scotians and other Racially Visible Persons, Persons Living with Disabilities, Gender Diverse Persons and members of other historically excluded communities. While we recognize the inherent difficulty of doing so, members of equity seeking communities are encouraged to self-identify in their cover letter or your resume.

Primary Responsibilities

- Coordinate purchasing within the terms of the Procurement Policy;
- Ensure operational needs are met through the procurement of goods, services, construction, and facilities in a fair, open, transparent, and consistent manner;
- Support Municipal Departments throughout procurement document preparation and posting;
- Manage Municipal Standing Offers and assist Departments with the use of these standing offers.
- Maintain and recommend potential improvements to the Municipal Procurement Policy and supporting documents;
- Develop and maintain procurement guidelines, including contract and risk management guidelines.
- Make recommendations on procurement controls for the organization and monitor existing controls to ensure compliance, including recommendations for Standard Operating Procedures.
- Perform value for money analysis on prior procurement activity, and identify areas for improvement.

Candidate Profile

- *Desired Qualifications*
 - Post-secondary degree in Commerce or Business Administration or equivalent knowledge and experience;
 - Recognized purchasing designation /accreditation, i.e Certified Public Procurement Officer, Supply Chain Management Professional, Public Sector Procurement Program, or equivalent;
 - Minimum 2 years of public procurement and contract management experience required;
 - Experience in a municipal government setting would be considered an asset.
- *Knowledge, Skills, Abilities*
 - Superior organizational, analytical, research, problem solving and decision making skills;
 - Ability to interpret various acts and regulations such as the Municipal Government Act, Public Procurement Act, trade agreements, and Council policy;
 - Scheduling and task management;
 - Ability to work well in a team environment;
 - Effective communication skills;
 - Strong proficiency within a Windows environment with advanced skills in Excel.



Extra Details

This is a full-time unionized position governed in accordance with the Collective Agreement between the Municipality of the County of Kings and CUPE, Local 2618-01. Compensation includes a competitive salary and a benefits plan - including a pension plan (8% employer & 8% employee match). Salary will be Level 7 (\$31.39/hr - \$35.68/hr) of the Municipal Pay Band. The hours of work will be Monday to Friday, 8:30am to 4:30pm (35 hours per week). Some evening work may be required.

For a detailed job description please click [here](#).

How to apply

Send us your resume and cover letter merged into a single PDF with the position title in the email subject line. Help us understand how your talent and experience will help us achieve our vision, mission and goals. Don't be afraid to be personal! We are excited to get to know you.

Send your complete application package to Cathy Nichols, Human Resources Manager at workhere@countyofkings.ca

In order to provide an equitable experience for all candidates, the Municipality is happy to offer accommodation, adjustments and changes throughout our recruitment process. Persons who anticipate needing accommodations for any part of the recruitment process may contact, in confidence, workhere@countyofkings.ca.

We thank all applicants for their time and effort in applying, however, only applicants selected for an interview will be contacted.

Note: Offer of employment is conditional upon the completion of all applicable background checks and confirmation of credentials, the results of which must be satisfactory to the employer. Checks may include one or all of the following checks: Reference/ Employment Verification, Criminal Background, Vulnerable Sector and Education.



MUNICIPALITY *of the*
COUNTY *of* KINGS