



Position Description

PROCUREMENT AND ASSET MANAGEMENT COORDINATOR

Position Information

Position Title:	Asset Management and Procurement Coordinator
Department:	Department of Financial Services
Reports To:	Director of Financial Services/Treasurer
Hours of Work:	Monday to Friday office hours
Date Completed:	April 2025
Date Revised:	

Reason for Submission

New Position:	Additional resources to support to the Department of Financial Services
Change in Responsibilities:	
Other (specify):	

Position Summary

The Asset Management and Procurement Coordinator will be responsible for procurement and asset management activities, ensuring smooth operations and maintaining accurate asset and procurement records. As a member of the Financial Services team, reporting to the Director of Financial Services, the position is responsible for the ongoing maintenance of the corporate asset management program (AMP) ensuring it achieves corporate compliance with legislation and best practices. This position will also coordinate all aspects of the procurement process, providing direct advice, expertise and analysis to staff as well as answering vendor inquiries, while ensuring total compliance with the Township's Procurement Policy.

Key Responsibilities

Asset Management

- Monitor and implement trends and best practices for asset rehabilitation/renewal analysis, including developing techniques for life-cycle analysis.
- Provide asset management advice and training to all departments.
- Develop reports and analytics within asset management software as required.
- Lead the updating of the municipality's corporate AMP procedures and training modules and implementing standard processes for collecting, updating, maintaining, and managing asset information.
- Work collaboratively with Departments to ensure the AMP meets all applicable legislative requirements.
- Ensure all asset management data is accurate, complete and updated in a timely manner.

- Review and update data related to new asset purchases, assumed subdivisions and disposals including attaching relevant source documents where needed and ensure data in AMP ties to financial data as applicable.
- Analyze and maintain the asset management databases and perform lifecycle analysis for evidence-based decision-making related to the rehabilitation, upgrade, installation, or extension of the municipality's various assets.
- Draft reports and/or amend existing reports for approval, such as reports to Council, by-laws, lifecycle studies, correspondence, fact sheets, policies, etc.

Key Performance Indicators:

- *The Township's AMP and related procedures meet all legislated requirements and best practices.*
- *Keep asset records updated and reconciled to ensure accurate reporting and decision-making.*
- *Effectively communicate with internal departments when collaborating on the AMP.*

Procurement

- Responsible for the development, maintenance and evaluation of purchasing procedures and tendering processes in conjunction with the Township's Procurement Policy and recommend changes as required.
- Review and maintain the Township's Procurement Policy and provide recommendations for updates when required.
- Provide advice and direction to Directors or their designate in the appropriate competitive bid process for complex procurements such as Expression of Interest (EOI), Request for Proposal (RFP), Request for Quotation (RFQ), Request for Tender (RFT), etc.
- Develop and prepare bid documentation in collaboration with the Director or their designate, issue addendums, facilitate evaluation committee meetings and post results through the bidding software.
- Assist with bid submission analysis and contract award procedures, including notification to unsuccessful bidders.
- Collection of post award documentation. i.e. Certificate of Insurance, Workplace Safety and Insurance Board (WSIB), Sureties and check to ensure validity and compliance to bid document requirements.
- Assist with coordination of the sale of surplus Township assets in compliance with related policies and procedures (GovDeals).

Key Performance Indicators:

- *The Township's Procurement Program and related procedures meet all legislated requirements and keep up to procurement best practices.*
- *Brings forward recommendations to enhance compliance and create efficiencies related to purchasing.*
- *Prepare and process RFPs, RFQs, and tenders in a timely and accurate manner.*

- *Effectively uses electronic procurement tools and platforms to increase transparency and reduce manual processes.*
- *Maintain contract files, monitor renewals and expiry dates, and ensure timely follow-up as required.*
- *Effectively communicate with internal departments and external vendors on procurement projects.*

Finance/Budget Administration

- Ensure current asset information is available for operating and capital related costs for all departments.
- Reconcile the results of the AMP to the five-year capital budget and work with departments to ensure integration of the budget and AMP.
- Assist in providing timely and accurate financial information, such as reports, statements, worksheets and other documents as required.
- Assist the Treasurer with year end audit, as required.
- Receive and respond to vendor inquiries in a courteous, friendly and efficient manner.
- Able to step in as Acting Manager as required.
- Comply with Health and Safety standards of the Township and the Employee Code of Conduct.

Key Performance Indicators:

- *Complete and accurate financial information and reports are provided as requested in a timely manner.*
- *Support others in completing departmental or corporate wide projects.*

Key Competencies

- Day-to-day operational direction and scheduling, staff performance: Able to manage their own day-to-day tasks and workflows. Support team members in meeting service delivery expectations by anticipating resource needs and resolving minor workflow issues in real time.
- Developing critical thinking/problem solving skills: Approach challenges with a solution-focused mindset, analyze issues and proposing logical, practical solutions. Detail focused and ensure work is accurate.
- Provide input into budgets, business plans and reports: Provide input into departmental budgets, business plans, and operational reports by gathering data and tracking expenditures.
- Participate in cross-departmental staff working committees: Participate in interdepartmental working groups and committees, sharing information, aligning practices, and contributing to the achievement of corporate goals. Demonstrate a cooperative spirit and respect for diverse roles and perspectives.
- Communication/relationship building with staff: Build strong working relationships with colleagues through open, respectful communication and a team-oriented approach. Listen actively, share information clearly, and contributes to a positive and inclusive workplace culture.

Knowledge, Skills & Experience

Education	<ul style="list-style-type: none"> Post secondary studies in a relevant field of study, such as engineering technology, asset management, geographic information systems (GIS), business administration or related field. <p>The following would be considered an asset:</p> <ul style="list-style-type: none"> Certification in Asset Management Ontario Public Buyers Association (OPBA) Principles Certificate Certified Public Procurement Officer (CPPO) designation Certified Professional Public Buyer (CPPB) designation
Experience & Knowledge	<ul style="list-style-type: none"> Minimum five (5) years experience in a finance or asset management related field, preferably in a municipal environment. Working knowledge of regulatory requirements and asset management standards and O. Reg. 588/17. Working knowledge of contract law, trade agreements, tax legislation, Municipal Act, and risk management as it relates to bidding and contract management. Experience preparing and issuing RFPs, RFQs, tenders, and purchase orders Experience with GIS applications, PSD Citywide, Sharepoint and Vadim iCity is an asset. Proficiency in the use of personal computer applications such as Excel, Outlook, PowerPoint and Word.
Skills	<ul style="list-style-type: none"> Strong communication (written and verbal) and interpersonal skills to liaise effectively with staff, vendors and senior management. Strong understanding of municipal financial requirements and legislation. Ability to meet established deadlines with attention to detail. Ability to explain complex matters in simple terms. Ability to prioritize work with the flexibility to respond to changes and urgent demands as needed. Strong planning skills to support scheduling, procurement timelines, and reporting cycles. Ability to work well independently and with team counterparts.

The above statements reflect the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.

Approvals

Approved By: _____ Director	Approved By: _____ Chief Administrative Officer
Date: _____	