

SENIOR PURCHASING OFFICER

KIND and LEVEL of WORK

This is complex technical work purchasing a range of goods and services within assigned commodity groupings. Due to the nature of goods and services purchased, the work involves utilizing a broad range of procurement tools with an emphasis on major requests for proposals. The level of work differs from that of the working level in terms of the commodities purchased (major commodity contracts for goods and/or services which typically cross a number of departments) as well as the complexity of the procurement tools used. Positions may also be required to provide tactical and technical direction to purchasing officers at the working level.

FACTORS

Skills/Expertise

Considerable knowledge of purchasing methods and procurement systems combined with a strong knowledge of the sources of supply, market conditions and price trends relative to the assigned commodities. Requires good knowledge of SAIT guidelines and procedures as applicable to purchasing activities. Ability to prepare bid documents and requests for proposal that reflect the needs of multi-department users and involve commodities such as complex services contracts. Strong interpersonal, communication and conflict resolution skills are essential to maintain and develop beneficial business relationships and partnerships.

Independence of Decision Making

Works with a considerable degree of independence and is required to display a good deal of initiative on day to day purchasing and supply activities. Following receipt of requisition or assignment of project, determines appropriate procurement tool to utilize (quotation, tender, proposal) in order to ensure cost effective procurement of quality goods. Works with clients (including selection committees) to identify needs, develop requests for proposals including specifications and associated evaluation criteria. May chair evaluation committees and ensures sound business and commercial practices are maintained. Issues which are contentious or can not be professionally supported are referred to senior purchasing staff. Analyzes data received in order to determine the most economic purchase and recommends most suitable supplier to client. Following consensus with client, awards contract if purchase is within signing authority. Purchases beyond limits of authority are referred to next level of authority for review and approval.

Originality

Prepares bid documents and requests for proposal in order to obtain competitive quotations and proposals on commodities and services. Analyzes responses with respect to quality, suitability, delivery and pricing - may involve ensuring suppliers are appropriately bonded and have adequate financial backing. Reviews trends with regards to commodities that affect departments across campus and recommends more economical means of buying. Strong analytical skills are required to devise and develop new ways to meet the requirements of the departments and the campus.

Contacts

Contacts are with SAIT department clients to develop proposals/bid documents for complex procurement initiatives and to evaluate supplier responses. The work involves contacting existing and new suppliers to improve levels of service or to develop new sources of supply as well as to debrief unsuccessful bidders. Contacts are also with departments to manage existing contracts and resolve problems with suppliers regarding performance/levels of service.

Supervision Received

Requests for proposal/bid are reviewed by supervisor prior to release to the supplier community. Purchases which exceed assigned signing authority are reviewed by next level of authority prior to the contract being awarded. Success of work is evaluated by way of satisfaction of client departments in terms of services provided by suppliers to clients as well as success in meeting section objectives and department goals.

Supervision Exercised

Assists working level purchasing officers by providing workload scheduling, technical advice and in general guiding their activities in purchasing. May also supervise a small group of subordinates performing the more routine aspects of the purchasing operation. This is the first level of supervision or lead hand to the Purchasing Officers.

Consequence of Error

Learning environment disrupted if goods and services are not available in a timely fashion or do not meet specified needs. Economical and efficient purchasing of major commodities has a significant impact on the effective expenditure of department budgets.

EDUCATION and EXPERIENCE

Completion of Level IV of PMAC as well as considerable experience in purchasing and supply management or an equivalent combination of education and experience.

STOCKKEEPER I

This is routine work in a stores area handling materials, supplies and equipment.

TYPICAL DUTIES:

- delivers materials to various locations
- maintains an inventory of supplies and completes necessary documentation and maintains inventory records
- may operate motorized equipment
- may receive cash payments, maintain customer and accounting records
- receives incoming supplies, checks against invoices or purchase orders, and places in storage
- dispenses and receives tools, equipment and supplies
- distributes inventory
- packages, ships and records all shipments out of the organization
- serves customer on phone or in person, arranges appointments

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require skill in basic arithmetic, inventory management including knowledge of shipping, receiving and storage procedures. Ability to utilize on-line inventory system is necessary. Positions may be required to handle heavy materials and operate various types of mechanical equipment. Organizational skills, basic knowledge of department regulations and procedures along with the ability to communicate effectively is also required.

Independence/Decision Making

Work is performed in accordance with well established policy and

procedures. Positions make routine decisions within the confines of these policies and procedures. Priorities are generally established by a supervisor; positions may set their daily routine. Work is reviewed upon completion on the basis of accuracy and conformance to instructions.

Contacts

Positions have frequent contact with students and staff to issue and receive equipment and materials.

Supervisory Function

Positions have no supervisory responsibility. They may provide guidance to co-workers, student or casual employees.

MINOR ALLOCATING FACTORS

Originality

Positions have some opportunity to draft standard form letters in response to general enquiries. The opportunity to devise alternative methods for completing work assignments exist at this level.

Consequence of error

Errors could result in inconvenience and loss of time. Mishandling of hazardous materials could have significant consequences.

EDUCATION/EXPERIENCE

Grade 12 completion plus some previous experience in stockkeeping; including on-line inventory; or an equivalent combination of education and experience.

NOV '90

CS-021

STOCKKEEPER II

This is manual and clerical work in a stores area where employees perform diversified work in the ordering, receipt, handling, recording and distributing of materials and supplies. Positions at this level have either supervisory responsibility or have responsibility for an independent stockroom.

TYPICAL DUTIES

In addition to the duties described at the Stockkeeper I level, the majority of time is spent to:

- perform stock checks and re-order materials and supplies as required
- supervise a small unit of staff including scheduling
- maintain liaison with suppliers and staff
- oversee the distribution of supplies
- supervises the annual inventory count
- receive and record revenue
- maintain petty cash
- may operate motorized equipment

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require diverse knowledge of stockkeeping procedures including shipping, receiving, issuing, and storage. Positions may also require knowledge of specific commodity groups (eg. auto parts, food stores). Ability to utilize on-line inventory system is necessary. Positions may be required to supervise, handle heavy materials and operate various types of mechanical equipment. Organizational skills, basic arithmetic calculations, basic knowledge of department regulations and procedures along with the ability to communicate effectively is required.

Independence/Decision Making

Work is performed in accordance with policies and procedures; positions seek clarification on matters which conflict with the policies and procedures. Positions organize work according to deadlines and priorities. Instructions are usually general in nature. Positions work independently in day to day operational matters. Positions may be involved in basic interpretation of policy/procedure, and may recommend minor procedural changes expedite workflow in the unit.

Contacts

Positions have internal contact with staff and students for the purpose of issuing/receiving goods. External contacts are with suppliers for receipt and occasionally for purchase of goods. Contacts may involve some conflict resolution.

Supervisory Function

Positions may supervise staff, including hiring and training employees in work methods and procedures, distributing work, and reviewing completed work. Positions carry out performance reviews and take corrective action as required.

MINOR ALLOCATING FACTORS

Originality

Positions have some opportunity to compose correspondence in response to general enquiries. Input into work unit procedures and researching information/suppliers may be a feature at this level.

Consequence of Error

Errors may result in lost revenue. Errors could result in inconvenience and loss of time. Mishandling of hazardous materials could have significant consequence.

STOCKKEEPER III

This is supervisory work in a stores area. This class is distinguished from the Stockkeeper II by the added supervisory responsibilities and the increased complexity and diversity of the area for which the positions are responsible.

TYPICAL DUTIES:

- supervises staff in the work area
- re-orders supplies to ensure inventory is at an operating level
- supervises receipt, shipping & distribution of materials & equipment
- performs inventory spot checks to control overages/shortages
- dispatches transportation group for delivery & pick-up
- compares requisitions against orders
- operates motorized equipment

MAJOR ALLOCATING FACTORSSkills/Expertise

Positions require thorough knowledge of inventory management and purchasing/receiving procedures. Positions also require skill in supervision, basic arithmetic calculation, on-line inventory systems and other related computer applications. Positions may be required to handle heavy materials and operate various types of mechanical equipment. Basic knowledge of departmental regulations and procedures as well as knowledge of a functional area combined with excellent interpersonal, communication and organizational skills are required.

Independence/Decision Making

Positions work independently within established guidelines and procedures. Positions have considerable independence and authority in all day to day operational matters and in the coordination of events or functions. Positions are involved in interpretation of existing policies and procedures. Positions may purchase in accordance with budgeting limitations, and may have delegated signing authority. Work is reviewed for adherence to policy and in conjunction with established goals, objective and priorities. Positions may set work standards for subordinate staff.

Contacts

The positions have internal contacts mainly with staff and ongoing contact with external suppliers. Contact involves conflict resolution regarding quality of product and problems with orders.

Supervisory Function

Positions may supervise staff, including hiring and training employees in work methods and procedures, distributing work, and reviewing completed work. Positions carry out performance reviews and take corrective action as required.

MINOR ALLOCATING FACTORS

Originality

Positions compose correspondence. They may make recommendations on the purchase of new items and establish administrative procedures for the work unit. Positions are required to make optimum use of warehouse space.

Consequence of Error

Errors could result in inefficiency of the work group. Errors in recordkeeping could result in overage/shortage of items. Errors may result in lost revenue. Errors could result in inconvenience

and loss of time. Mishandling of hazardous materials could have significant consequence.

EDUCATION/EXPERIENCE

Grade 12 completion plus a minimum of 3 - 5 years varied stockkeeping experience including on-line inventory and supervisory experience; or an equivalent combination of education or experience. Some positions may require a Partsman Certificate.

NOV '90

CS-023

STOCKKEEPER IV

This is supervisory work in a diverse stores operation

TYPICAL DUTIES

supervises staff responsible for:

- receiving, issuing and distribution of materials in and out of SAIT
- dispatching, rental and maintenance of all vehicles in SAIT transport section
- control SAIT requisitions under a set amount
- is custodian of a petty cash fund
- performs a variety of administrative duties relating to training, performance planning and budgeting

MAJOR ALLOCATING FACTORS**Skills/Expertise**

Positions require extensive knowledge of warehousing, lay out, inventory management and control. Position also requires the skill and ability to plan, assign and supervise the work of subordinates. Skill in the utilization of computerized accounting, inventory control and other related inventory systems is essential. Excellent interpersonal, communication and organizational skills are required.

Independence/Decision Making

Positions work independently within established guidelines and procedures. Positions have considerable independence and authority in all day to day operational matters in the coordination of the work area. Positions are involved in interpretation of guidelines and procedures. Positions act as custodian of a petty cash fund. Positions set work standard for subordinate staff. Work is reviewed for level of service to users.

Contacts

The position has ongoing internal and external contacts regarding the services provided and received.

Supervisory Function

Positions may supervise staff, including hiring and training employees in work methods and procedures, distributing work, and reviewing completed work. Positions carry out performance reviews and take corrective action as required.

MINOR ALLOCATING FACTORS**Originality**

Positions establish new work techniques/administrative procedures to increase warehouse efficiency. Positions determine most economical use of resources. Research and correspondence composition are features at this level.

Consequence of Error

Errors could result in decrease in the efficiency of the work unit and/or loss of funds (petty cash) to the organization. Mishandling of hazardous materials could have significant consequences.

EDUCATION/EXPERIENCE

Grade 12 completion supplemented by relevant coursework plus a minimum of 5 years experience in all facets of warehousing including supervision; a Partsman Certificate may be required; an equivalent combination of education and experience may be considered.

NOV '90

CS-024

STUDENT SERVICES ADVISOR

This position is responsible for the case management of students with disabilities or health conditions.

TYPICAL DUTIES

- Conducts intake interviews with students seeking services
- Receives and reviews psycho-educational, neuropsychological and medical documentation to confirm nature of disability and eligibility for accommodations and supports
- Teaches students how to manage their disabilities/health conditions
- Maintains case notes/appropriate documentation
- Applies for individual based funding for assistive services & technology
- Consults with instructors and Academic Chairs about students' classroom and workplace accommodations

MAJOR ALLOCATING FACTORS

Skills/Expertise

Positions require knowledge of medical, psycho educational or neuropsychological documentation of a disability or health condition. Positions require knowledge of how the functional limitations of various disabilities can impact students in post-secondary education settings. Positions require interpersonal skills including problem solving, conflict resolution and sound judgement to appropriately assess and handle situations.

Independence/Decision Making

Positions determine eligibility for accommodations and services, decide appropriate accommodations and services, apply for funding and refer for further assessment. Priorities are generally established by timelines; positions identify, recommend and develop efficient processes and procedures for areas of responsibility. Positions consult with supervisor when interpreting complex psycho educational assessment reports or other disability related documentation. Position's primary responsibility is case management and to facilitate SAIT's duty to accommodate students with disabilities. The level of responsibility, complexity and decision making of the Student Services Advisor position is much higher than an Educational Counsellor Aide, since this position works independently. In contrast, the Educational Counsellor Aide serves as an assistant to the Educational Counsellor/Student Services Advisor.

Contacts

Contacts are students, SAIT Faculty, and funding services, such as the Alberta Government, WCB and private insurance companies.

Supervisory Function

Positions may have some supervisory responsibility and may provide guidance and training to others.

MINOR ALLOCATING FACTORS

Originality

Positions liaise with many diverse community agencies, develop and prepare presentation materials. They plan, organize and participate in events that are relevant to disabilities. They problem solve when presented with inquiries and difficulties and develop procedures for delivery of services.

Consequence of Error

Undetected errors may result in inconvenience for students and faculty. Errors could result in lack of student success or loss of student funding and have a negative impact on the organization.

Education/Experience

An undergraduate degree in psychology or a disability related field with five years of experience working with people with disabilities.

June 2008

Student Caller Program Room Supervisor

This position is responsible for the daily operations of the call centre which includes administrative tasks to ensure that the information flow between the Tele-fundraiser Program and Alumni & Development is effective and efficient. These positions have supervisory duties that include assigning work flow.

MAJOR ALLOCATING FACTORS

Skills/Expertise

Positions require strong interpersonal communication skills both oral and written, and experience and comfort with public speaking. Positions require effective organizational and time management skills and the ability to multi-task. Positions require strong leadership abilities and motivational skills and a demonstrated ability to lead a team. Positions must be familiar with SAIT and SAIT events. Positions require strong computer skills and familiarity with the Microsoft Office suite.

Independence/Decision Making

Positions will prepare and or adapts scripts to get alumni commitment to donating to SAIT and therefore must be able to adjust their conversation in real time. Using guidelines positions can make decisions on minor changes to the donation process while on the phone with a donor, and is the first point of contact for dealing with issues or concerns. Positions will alert management and staff to donor problems and concerns.

Contacts

Contacts are SAIT alumni and the Alumni and Development department.

Supervisory Function

Positions supervise the Tele-fundraisers and Team Leaders which includes training, coaching and delegation of work flow.

MINOR ALLOCATING FACTORS

Consequence of Error

Consequences of error in these interactions would be costly, resulting in the loss of relationship with an alumni donor and the potential loss of their investment.

Education/Experience

Incumbent must be active in post-secondary studies @ SAIT. A previous College diploma or certificate is preferable. Past calling or customer service experience an asset. Proven ability to lead a team is desirable.

Student Caller Program Team Leader

This position is responsible for coordinating and training the SCP tele-fundraisers and coaching them to improve their nightly calling performance. Positions assist the Room Supervisor with various administrative tasks related to the call centre and may be required to conduct fundraising phone calls when necessary.

MAJOR ALLOCATING FACTORS

Skills/Expertise

Positions require strong interpersonal communication skills, specifically telephone, and experience and comfort with public speaking. Positions require knowledge of basic computer skills and familiarity with the Microsoft Office Suite. Positions require a demonstrated ability to work well in a team.

Independence/Decision Making

Positions will prepare and or adapts scripts to get alumni commitment to donating to SAIT and therefore must be able to adjust their conversation in real time. Using guidelines positions can make decisions on minor changes to the donation process while on the phone with a donor, but complex issues are referred to the Room Supervisor. Positions will alert management and staff to donor problems and concerns.

Contacts

Contacts are SAIT alumni.

Supervisory Function

Positions supervise the Tele-fundraisers and oversee operations of the calling room during shifts. Positions are responsible for coaching and training the Tele-fundraisers and providing motivation and encouragement to ensure optimal performance on a nightly basis.

MINOR ALLOCATING FACTORS

Consequence of Error

Consequences of error in these interactions would be costly, resulting in the loss of relationship with an alumni donor and the potential loss of their investment.

Education/Experience

Incumbent must be active in post-secondary studies at SAIT. A previous College diploma or certificate is preferable. Past calling or customer service experience an asset.

Student Caller Program Tele-Fundraiser

This position is responsible for contacting alumni of SAIT Polytechnic through the call centre to request gifts for the SAIT Opportunities Fund. The objectives for the Tele-fundraiser are to maximize alumni support and build positive relationships with alumni.

MAJOR ALLOCATING FACTORS

Skills/Expertise

Positions require strong interpersonal communication skills, specifically telephone, and experience and comfort with public speaking. Positions require knowledge of basic computer skills and familiarity with the Microsoft Office Suite. Positions require a demonstrated ability to work well individually.

Independence/Decision Making

Positions will prepare and or adapts scripts to get alumni commitment to donating to SAIT and therefore must be able to adjust their conversation in real time. Using guidelines positions can make decisions on minor changes to the donation process while on the phone with a donor, but complex issues are referred to the Room Supervisor or the Team Leader.

Contacts

Contacts are SAIT alumni.

Supervisory Function

Positions do not have a supervisory function.

MINOR ALLOCATING FACTORS

Consequence of Error

Consequences of error in these interactions would be costly, resulting in the loss of relationship with an alumni donor and the potential loss of their investment.

Education/Experience

Incumbent must be active in post-secondary studies at SAIT. High school or college diploma is preferable. Experience in the same field or a related job (pollster, in-store customer service) desirable.