



THE DISTRICT SCHOOL BOARD OF NIAGARA
INVITES APPLICATIONS FOR
PURCHASING/CENTRAL SERVICES SUPERVISOR

August 28, 2015

The District School Board of Niagara has an opening for a Purchasing/Central Services Supervisor. This Supervisor will be an active member of the Purchasing/Central Services Team in directing the effective day-to-day operation in the departments as specified.

Among the duties required, this position is responsible for managing and coordinating the procurement of goods and services for all schools and departments and supervision of Central Services, including but not limited to:

Purchasing Services:

Construction and Renovation projects, process documents/risk mitigation, policy and procedure support, contract template development/maintenance, performance management/professional development, current knowledge of case law as relates to public purchasing.

Central Services:

Insurance coverage maintenance/recommendation, subrogation documentation, legal compliance, mailroom/courier procedures/relief/scheduling as required.

Other duties as assigned.

Qualifications:

Candidates shall have demonstrated knowledge and a minimum of five (5) years' Supervisory/Management experience in a computerized Purchasing environment, preferably in the public sector. A University degree in Business Administration or Commerce, and the Certification of CPPO (Certified Professional Procurement Officer) is required. The incumbent will possess strong leadership, supervisory and communication skills and be able to effectively work in a unionized environment.

Salary Range: \$75,261 - \$89,600 per annum

This is a full-time position and is part of the Board's union-exempt Administrative Management Group.

Emailed applications including a résumé outlining qualifications, experience and references will be received until **4:00 p.m. on Wednesday, September 16, 2015** submitted to:

careers@dsbn.org

Applicants are thanked for making known their interest in working for the District School Board of Niagara. Only those applicants who have been selected for an interview will be contacted with respect to this advertisement.

Warren Hoshizaki
Director of Education

Sue Barnett
Board Chair

The District School Board of Niagara is committed to inclusive, barrier-free recruitment and selection processes. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.