



IDENTIFICATION

Department	Position Title	
Legislative Assembly	Procurement Services Clerk	
Position Number	Community	Division/Region
12-14798	Yellowknife	Members and Precinct Services

PURPOSE OF THE POSITION

The Procurement Services Clerk, under the direction of the Procurement and Finance Officer administers the procurement of goods and services, coordinates telecommunication services, provides asset management services and administers the office, accommodation and photocopier leases. The responsibilities are carried out in accordance with Government of the Northwest Territories (GNWT) and Legislative Assembly Acts, Regulations, Policies and Procedures.

SCOPE

The Legislative Assembly is one of the three distinct and autonomous branches of the Government of the Northwest Territories (Legislative, Executive and Judicial). As such, it operates with autonomy and independence from Cabinet direction and the public service at large. This independence is critical to the mandate of the Legislative Assembly to scrutinize and approve legislation and budgets proposed by cabinet, monitor and critique the activities and performance of the executive branch and provide a forum for the exercise of responsible parliamentary democracy in the Northwest Territories.

The Members and Precinct Services Division provides financial, procurement and administrative services and support to the Legislative Assembly's Office of the Speaker, nineteen Members of the Legislative Assembly and their staff, eight Statutory Offices (Chief Electoral Officer, Ombud, Human Rights Commission, Human Rights Adjudication Panel, Languages Commissioner, Equal Pay Commissioner, Conflict of Interest Commissioner and Information & Privacy Commissioner), and the staff of the Office of the Clerk (four senior managers and twenty-five staff).

The Procurement Services Clerk is located in Yellowknife and reports directly to the Procurement and Finance Officer in the Members' and Precinct Services division. This position is responsible for providing procurement services, supporting contract services, administering telecommunications, and asset management for the Legislative Assembly.

The Legislative Assembly is outside the scope of the GNWT's Financial Shared Services and Procurement Shared Services. This requires all financial processes & transactions and procurement & contracting activities of the Legislative Assembly to be managed internally with own resources. This position is responsible for ensuring all procurement activities are conducted effectively and efficiently.

The duties of this position are carried out in accordance with the *Financial Administration Act*, the *Legislative Assembly and Executive Council Act*, the Indemnities, Allowances and Expense Regulations, the Members' Handbook (Board of Management policies) and GNWT/Legislative Assembly policies, directives and procedures (ie. SAM procedures).

RESPONSIBILITIES

1. Provide procurement services.

- Create Requisitions and Purchase Orders in GNWT financial accounting system (SAM).
- Coordinate payment of government credit cards for Legislative Assembly and statutory offices.
- Procure and deliver goods for Members as required.
- Coordinate courier services and administer mail services for the Legislative Assembly and statutory offices.
- Maintain tracking system for Yellowknife Capital Accommodation leases, ensuring proper monthly lease payments and renewals as necessary.
- Coordinate the installation of fax, telephone and internet service for leased office space.
- Coordinate the telecommunications and printing equipment needs for the Legislative Assembly and statutory offices.

2. Provide contracting support services.

- Update the GNWT Contract Registry and Reporting System (CRRS) with all contracting information to ensure members of the public are aware of tender/RFP opportunities and aware of outcomes.
- Conduct semi-annual reconciliations of information entered into the CRRS to ensure accurate reporting of contracting practices for the Legislative Assembly.
- Maintain detail log of all Legislative Assembly contracts.
- Establish and maintain a file through the Legislative Assembly Records Management system for all contracting activity.

3. Administer telecommunication services.

- Coordinate installations, maintenance, upgrading of services, moves and removal of services for telephones (iPhones, Blackberries, iPads, satellite), fax lines, computer loops and internet services with service providers.

- Follow policies with respect to mobile/handheld devices and troubleshoot problems working with TSC (ie. Software updates)
- Investigate and respond to telecommunications problems and escalate to service provider as required.
- Remain current on telecommunication technology and make recommendations for service enhancements.
- Liaise with TSC on service matters and coordinate purchase of computer hardware and software.
- Update various telephone directories on annual basis.
- Maintain inventory list of telephone, satellite phones and fax lines.
- Access Legislative Assembly telephone system to assist staff with password retrieval.
- Access the Telecommunications Electronic Management System (TEMS) for the Legislative Assembly, to retrieve and record monthly invoices.

4. Asset management of controllable assets and tangible capital assets.

- Ensure all requests from Members for furniture and equipment fall within established guidelines.
- Maintain and provide annual inventory lists to Members and follow-up to deal with any discrepancies.
- Assist with administration of the Legislative Assembly's artwork inventory.
- Ensure proper disposition of surplus assets according to the Financial Administrative Manual and Members' Handbook (policies).

5. Provide other financial and administrative services to the Division/Legislative Assembly.

- Monitor inventory of office supplies to ensure a well-stocked storage room and photocopy room.
- Ensure storage and photocopy rooms are kept organized.
- Maintain custody and control of the Legislative Assembly's petty cash.
- Provide expediting service for Legislative Assembly.

WORKING CONDITIONS

Physical Demands

Incumbent works in normal office environment.

Environmental Conditions

Incumbent works in normal office environment.

Sensory Demands

Incumbent works in normal office environment.

Mental Demands

Competing demands around deadlines can lead to a degree of mental fatigue and stress. During periods where the Legislative Assembly is in session and the Standing Committees are meeting, the level of mental stress may significantly increase due to heavy workload and requirement for prolonged concentration.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the GNWT's *Financial Administration Act* and the *Legislative Assembly and Executive Council Act and its regulations*;
- Sound knowledge of asset management, inventory control and telecommunications technology
- Strong interpersonal and communication skills (both oral and written)
- Intermediate computer skills (Microsoft Word, Excel, Power Point; email; internet applications)
- Work with minimal supervision
- Exercise initiative and sound judgment
- Strong organizational and time management skills.
- Class 5 driver's license.

Typically, the above qualifications would be attained by:

This knowledge is typically acquired through a Grade 12 Diploma and 3 years directly related procurement, technology and/or inventory experience.

ADDITIONAL REQUIREMENTS

Position Security (check one)

- No criminal records check required
- Position of Trust – criminal records check required
- Highly sensitive position – requires verification of identity and a criminal records check

French language (check one if applicable)

- French required (must identify required level below)

Level required for this Designated Position is:

ORAL EXPRESSION AND COMPREHENSION

Basic (B) Intermediate (I) Advanced (A)

READING COMPREHENSION:

Basic (B) Intermediate (I) Advanced (A)

WRITING SKILLS:

Basic (B) Intermediate (I) Advanced (A)

- French preferred

Indigenous language: Select language

- Required

Preferred