

City of Thorold

Procurement Officer (Non-Union)

Department..... Finance	Reports to..... Director of Finance
Pay Grid Level..... 5	Hours of Work..... 35
Position Family Professional	Location..... City Hall

Job Summary

The Procurement Officer is responsible for the full procurement process including: the supply and delivery of goods and services, the development of specifications and purchasing documents, vendor and contract management, supporting internal procurement and Departmental operations. This Procurement Officer liaises with all City Departments, as well as various bodies to determine operational and functional requirements, process improvement opportunities and best procurement processes and methods.

Qualifications

	Minimum Requirements
Education	<ul style="list-style-type: none"> • Degree in Business Administration, Materials Management, Purchasing and Supply Management or other related field • Certified Professional Public Buyer (CPPB) or Certified Professional Public Officer (CPPO) designation
Experience	<ul style="list-style-type: none"> • Minimum five (5) years of progressive public procurement experience required including designing, development and implementing best practices, sourcing and leading complex procurement projects. Local government experience is preferred
Qualifications, Supplementary Knowledge, Certifications or Designations	<ul style="list-style-type: none"> • Advanced knowledge of contract law, laws of competitive bidding, bonding, insurance, trade agreements, and government legislation and/or regulations relating to public purchasing functions. • Advanced knowledge of procurement standards and ethics of the Ontario Public Buyers Association (OPBA), National Institute of Governmental Purchasing (NIGP), and Supply Chain Canada • Advanced knowledge in any legislative requirements as it applies to Municipal Government including tendering law, Municipal Act, risk management and health and safety, Municipal Freedom of Information and Protection of Privacy Act, as they relate to municipal procurement

Supervision

# of Reports 0	Indirect: 0
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Duties & Responsibilities

- Support the development, implementation, and coordination of all procurement activities
- Leads and advises procurement for multi-disciplinary departments across the corporation
- Manage and coordinate the competitive bidding and contract processes for the various procurement methods including the development, writing, issuance and facilitation of the evaluation, awarding and execution of agreements
- Coordinates vendor relationships, including but not limited to quality, performance and contract negotiations
- Establishes, implements and evaluates process, administrative policies and practices for the functional area
- Ensure alignment with the policies established by Council and with the administrative direction set by the Director
- Regularly review, and update the Procurement Policy as required
- Monitors compliance of the organization to procurement policies, processes and legislative compliance
- Prepares reports on procurement activity, and attends Council meetings as required
- Identify opportunities to access existing procurement arrangements through shared services and/or other levels of government
- Other related duties as assigned

Additional Information

- Advanced computer skills in MS Office software including Word, Excel and PowerPoint
- Knowledge and understanding of all City policies, procedures and bylaws as they relate to responsibilities
- Excellent customer service, interpersonal and communication skills
- Proven analytical, organizational, project and time management, multi-tasking, problem solving, change management, negotiation, budget management and report writing skills
- Demonstrated initiative and strong attention to detail with high level of accuracy
- Ability to work independently with minimal supervision and equally effective in a Team environment

Working Conditions

PHYSICAL/SENSORY DEMANDS:

- Work involves mental and visual concentration with frequent interruptions.
- Excellent verbal and written communication skills required
- Must be able to deal effectively with the public, departmental staff and Members of Council.
- Ability to organize own work, set priorities and meet critical deadlines.
- Ability to make sound, independent judgements within established policies and procedures.
- Strength to lift boxes up to 40 pounds
- Required to work outside of normal working hours as needed.

JOB ENVIRONMENT

- Standard office environment
- Regular contact with department throughout the City at various levels.

JOB DESCRIPTION

Approvals

	Name	Signature	Date
Director	Maria Mauro	<i>Maria Mauro</i>	August 2024
Chief Administrative Officer	Manoj Dilwaria	<i>Manoj Dilwaria</i>	August 2024

IMPORTANT NOTE

The statement above reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein.

Created/Updated: August 2024

	Name	Signature	Date
Incumbent			