



Make working for
The City work for you.



Procurement Planning and Contract Management Strategist

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

In this position, you will work with Supply Management and the Business Unit or Department to develop a portfolio of procurement plans, looking for opportunities to utilize existing City contracts and collaborate with other business units on procurements of similar scope of work when possible. This position will provide support to DeptIDs with the objective of tracking, monitoring, actioning, and improving various aspects of contract and supplier management, influence business unit culture on ethical procurement planning and contract management and promote awareness of policies and practices.

Primary duties include:

- Develop and manage a portfolio of strategic multi-year service line and budget cycle procurement demand plans; load level, sequencing, and prioritization for procurement activities.
- Identify opportunities to integrate Public Value, planning procurement for inventory, utilization of City contracts, and for category management.
- Liaise with interested parties, DEPTID owners, Supply Management and Suppliers on scope, specifications, deliverables, lead times, delivery options, evaluation criteria, pricing, and special conditions.
- Support DeptID owners on Contract Management (purchase orders, change orders, renewals and closing, and supplier payments).
- Support DeptID owners on Supplier Management by facilitating the onboarding of a new supplier or offboarding, ensure contract compliance, performance evaluations, communicate changes and monitor supplier with DEPTID owner.
- Coordinate training and providing coaching on procurement policies, practices, and processes.

Qualifications

- A degree in a related field with at least 3 years of related practical experience; OR
- A Supply Chain Management Professional designation or equivalent with at least 5 years of related practical experience.
- Experience with PeopleSoft Financial and Supply Chain Management (FSCM), SAP Ariba (Sourcing and Contracts) is required.
- Intermediate level of proficiency using enterprise systems and MS Office suite (Word, Excel, Outlook, PowerPoint) will be considered an asset.
- Relevant professional certifications/training and experience with business improvement, quality and productivity management, six-sigma, value stream mapping, and project management methodologies will be considered an asset.
- Excellent planning, coordination, large group facilitation, and analytical skill is essential for the success in this role.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Union: CUPE Local 38
Position Type: 2 Permanent and 1 Temporary (up to 23 months)
Compensation: Pay Grade 10 \$42.62 - 56.97 per hour
Hours of work: Standard 35-hour work week
Audience: Internal / External

Business Unit: Supply Management
Location: Various locations
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By: July 17, 2025
Job ID #: 312303

Apply online at www.calgary.ca/careers