



Make working for  
The City work for you.



## Category Management Specialist

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.

Reporting to the Leader Procurement, Category Management, as a Category Management Specialist, you will analyze consolidated spend by category and implement plans, optimize processes to reduce and/or avoid costs. You will investigate the market for the different engagements and interview with external and internal parties to gain or increase business intelligence for their categories. In this position you will provide advice and review of procurement strategies to ensure The City receives the best value. Primary duties include:

- Analyze the spend per category and evaluate all sourcing alternatives for a given category of spend.
- Mentor, educate and advise clients on best procurement practices building potential sourcing options based on information gathered.
- Process optimization, change management and organizational design and optimization.
- Lead a cross functional team for category strategy development and procurement planning activities.
- Lead contract negotiations through all procurement processes, including monitoring, managing integration and administration and complete contract closure once work is signed off.
- Provide consistent direction in all vendor communications, including performance evaluations, meeting, presentations and written correspondence.
- Support Supplier Performance Management by monitoring and developing strategies to further strengthen relationships between Suppliers and The City.
- Provide direct mentoring, coaching and support to resources in the Buyer and Assistant Buyer roles transferring knowledge and the facilitation of work quality.
- Ensure correct execution and delivery on all technical aspects of public procurement, including category market analysis, total cost of ownership (TCO), buy versus lease analysis, strategic sourcing methodology and approaches, contract negotiations, project management and leadership, technical writing for procurement and contract management documentation.

### Qualifications

- The successful applicant must possess one of the following related education:
  - 1 year certificate in Procurement; OR
  - Supply Chain Management Professional (SCMP) designation from a Supply Chain Management Association (SCMA); OR
  - 2 year diploma or Associate's degree with a Certified Public Professional Buyer (CPPB); OR
  - A degree in a related field.
- At least 5 years of procurement experience specifically in Category Management & Strategic Sourcing is required.
- Previous experience with implementing and supporting Supplier performance management would be considered an asset.
- Ability to build strong relationships across the corporation.
- Ability to work on multiple tasks with conflicting resources and delivery completion deadlines is critical for success in this role.
- You have a demonstrated ability to work under pressure and provide leadership with strong problem solving and critical thinking skills.

### Pre-employment Requirements

- A security clearance will be conducted.
- Successful applicants must provide proof of qualifications.

**Workstyle:** This position may be eligible to work from home for at least part of the time as one of several flexible work options available to City employees. Such arrangements are based on the operational requirements of the position and employee suitability and are subject to change based on operational needs and corporate direction.

**Union:** CUPE Local 38

**Position Type:** 2 Temporary (Up to 23 months)

**Compensation:** Pay Grade 12 \$47.01 – 62.84 per hour

**Out of Schedule Rates:** \$51.69 – 69.12 per hour

This position is presently paid at an Out-of-Schedule rate to reflect current market conditions. Should market conditions change, the salary maybe reviewed and may revert to the base rate.

**Hours of work:** Standard 35-hour work week

**Audience:** Internal / External

**Business Unit:** Supply Management

**Location:** 677 25 Avenue SE

**Days of Work:** This position works a 5 day work week with 1 day off in a 3 week cycle.

**Apply By:** July 23, 2025

**Job ID #:** 312321

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