

Position: **PROCUREMENT SPECIALIST (TERM POSITION March – December 31, 2020)**

Job Posting No: 2529

Company: City of St. Albert

Location: St. Albert, AB

Date Posted: February 11th, 2020

Closing Date: February 25th, 2020

Applications: Candidates applying for this competition may be considered for future opportunities. Those candidates that do not meet the full qualifications at this time may be considered for opportunities at a lower classification. The successful applicant will be required to obtain a satisfactory police information check. Applicants are invited to submit their cover letter and resume via the City of St. Albert Employment website www.stalbert.ca/employment

The Opportunity:

The City of St. Albert, home to more than 66,000 residents, is a beautiful growing community adjacent to northwest Edmonton. Known as the Botanical Arts City, St. Albert offers more than 80 kilometers of trails, 400 hectares of green space, state of the art recreation facilities, the renowned Arden Theatre, and hosts numerous special events and festivals, including the International Children's Festival and St. Albert Farmers' Market. In recent years, St. Albert has ranked at the top of a number of national surveys recognizing us as a great place to raise a family, with an excellent quality of life and a strong sense of community. Our employees are passionate about delivering high-quality programs and services to our residents and are proud to contribute to making St. Albert among the best places to live in Canada.

Our Finance & Assessment department is recruiting for a Procurement Specialist to join their team for a term assignment. The Procurement Specialist is a senior level position in a 3-person branch that is primarily responsible for coordinating and administering the capital project competitive bidding process, including research and development of requirements, determining the appropriate tender process, document development, bid process initiation and administration, response evaluation and award recommendation. This incumbent is required to understand and explain the procurement process, various sourcing strategies and the contracting process to managers and staff and perform contract analysis throughout the contract life cycle. In addition to capital project procurement, the position will also participate in the procurement of maintenance and minor construction type projects and will assist with the purchase of standard goods and services when necessary.

The individual we are looking for is diplomatic, has strong interpersonal skills and enjoys working in a collaborative team environment. This position will draw on a candidate's ability to multi-task, negotiate, and deliver great service to their customers. An analytical person with great verbal communication, strong writing skills and initiative will be a great fit for this role.

Qualifications:

- University degree in a related field with a specialization in Supply Chain Management or Procurement, OR, A Supply Chain Management Professional (SCMP) designation, OR, A Certified Public Procurement Officer designation.
- Five (5) years of related professional level experience (e.g. drafting, issuance, evaluation and award of tenders for a wide variety of goods, services, and construction)
- Municipal or Public Sector experience is preferred.
- Must be proficient using Microsoft Office and have previous experience with an automated purchasing system (Agresso preferred).
- Candidates may be required to participate in written testing as part of the selection process.

HOURS OF WORK: We offer a compressed work schedule of 72 hours bi-weekly (Monday - Friday, 8:00 – 5:00 with a regular day off [RDO] every two weeks).

COMPENSATION: \$75,985 - \$93,520 per annum. In addition, the City of St. Albert offers a comprehensive benefit package.