

Cultivate Your Career

CONTRACT MANAGEMENT SPECIALIST

PERMANENT, FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Financial & Strategic Services
Location	5 St. Anne Street, St. Albert
Compensation	\$83,549 - \$102,830 per annum
Closing Date	June 22, 2025
Competition #	25/93

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide over 72,000 residents with high-quality programs and services and are proud to contribute to making St. Albert one of the best places to live in Canada.

The City of St. Albert is recruiting an individual to join our Financial & Strategic Services department as a Contract Management Specialist.

Reporting to Manager, Purchasing Services, this position will be responsible for coordinating and administering the contract management process for the operating & capital project contracts, including negotiating and reviewing terms and conditions of standard contract templates.

The key responsibilities will include:

- Overseeing contract administration for operating and capital projects, including goods, services, consulting, design, and construction, with responsibilities in contract lifecycle management, ensuring compliance with procurement laws, advising on best practices, and collaborating with departments.
- Initiating, negotiating, implementing, and managing contracts to maintain best value and mitigate risk, while overseeing the maintenance and implementation of approved template changes.
- Providing daily guidance to client departments and peers, ensuring compliance with corporate policies, finding best practice solutions, and conducting initial contract administration training for new staff.
- Managing the vendor performance module, setting up vendors, advising project managers on key dates, reviewing appraisals, handling reports, resolving performance issues, and maintaining positive relationships with vendors by communicating appraisal results and addressing disputes.
- Administering contracts for City projects and managing procurement of goods/services as delegated, including confirming requirements, developing RFPs, managing solicitation, evaluating responses, and overseeing contract administration through project closeout.

The individual we seek has a combination of analytical skills, negotiation abilities, customer service expertise, political sensitivity, and conflict resolution capabilities.

QUALIFICATIONS

- A 2-year post-secondary diploma focusing on supply chain management or public procurement, along with seven (7) years of professional-level purchasing experience, or a bachelor's degree with 5 years of experience. Public sector experience is preferred.
- a Supply Chain Management Professional (SCMP) Designation or equivalent
- knowledge of public sector purchasing practices and contract administration, including familiarity with CETA, CFTA, NWPTA, Competitive Bid Law, and City policies.
- Ability to build collaborative relationships with vendors and internal teams

COMPENSATION

\$83,549 - \$102,830 per annum. In addition, the City of St. Albert offers a comprehensive benefit package including pension.

HOURS OF WORK

We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

FLEXIBLE SCHEDULE

This position may be eligible to apply for flexible hours to adjust start and end times from the core hours of 8 a.m. – 5 p.m. by 30 or 60 minutes.

HYBRID REMOTE WORK

The City of St. Albert offers options for Hybrid Remote Work. This position may be eligible to apply for Hybrid Remote Work. That means the majority of worktime (51+%) will be completed in the designated workspace, and the remainder may be worked remotely.

CONDITIONS OF EMPLOYMENT

- The successful applicant will be required to obtain a satisfactory police information check
- The successful candidate will be required to provide proof of educational and professional credentials.
- A valid Class 5 Drivers License and a personal vehicle for work use are required

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site www.stalbert.ca/employment

CLOSING DATE

June 22, 2025

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted