

Manager Procurement Services

Position Summary:

Are you a strategic leader who sees challenges as opportunities and thrives on providing elegant solutions? Strathcona County is seeking an innovative Manager, Procurement Services to lead our Procurement Services Branch — someone who finds creative, compliant ways to get things done. We're looking for a leader who doesn't just say "no," but asks "how can we?" while upholding the highest standards of public sector integrity and accountability.

Reporting to the Director of Legislative, Legal and Procurement, you will provide expert oversight and strategic direction to ensure our procurement practices are transparent, fiscally responsible, and fully compliant with legislation and trade agreements. You'll play a key role in aligning procurement operations with corporate priorities and community values.

In this senior leadership role, you will set the direction for the County's procurement function, providing vision, guidance, and accountability. You'll lead a high performing team of procurement professionals in shaping and executing procurement strategies, champion policy development, and foster a culture of excellence and integrity. By building strong partnerships and driving best practices, you will ensure procurement activities achieve optimal value while aligning with the County's long-term strategic priorities.

Key Responsibilities:

- Provide strategic leadership in developing and executing County-wide procurement strategies that align with corporate goals, legislative requirements, and community needs
- Advise senior leadership and Council on procurement risks, opportunities, and innovations
- Oversee procurement operations, ensuring efficient, transparent, and compliant procurement processes across all departments
- Monitor performance, resolve complex issues, and drive continuous improvement
- Inspire and manage a team of procurement professionals. Foster a culture of accountability, collaboration, and professional growth through coaching, succession planning, and change leadership
- Drive process improvement and innovation, modernizing procurement systems and tools, leveraging ERP capabilities and best practices to enhance efficiency, compliance, and service delivery
- Build strong partnerships across departments, providing expert guidance, training, and resources to support procurement planning, risk management, and policy compliance.
- Champion the County's center-led procurement model that promotes consistency, legal compliance, and strategic alignment
- Maintain tools, templates, and frameworks that support excellence in procurement practices

Qualifications and Skills:

- Professional designation as a Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO) or Certified Public Procurement Buyer (CPPB)
- Bachelor's degree in business, finance or a related field with 10 years of directly related and progressive experience in the purchasing profession in a large corporation or government organization, including a minimum of 5 years of experience in a supervisory or leadership role
- Extensive experience in public procurement (RFx, tendering, bid evaluation, contracting, contract management, and a strong understanding of laws relevant to public procurement)

- Proven experience in procurement governance, compliance, systems and data functions, and managing high dollar value projects in a continuous improvement environment
- Current and comprehensive knowledge of public procurement practices, including familiarity with the New West Partnership Trade Agreement, Canadian Free Trade Agreement, Canada-European Comprehensive Economic and Trade Agreement, and other relevant legislative frameworks
- Exceptional oral and written communication skills, with the ability to present complex procurement strategies and updates to Executive Administration, Council, and other senior stakeholders
- Proven ability to resolve complex procurement challenges, manage risk, and lead high-value projects in a dynamic regulatory environment
- Strong leadership and team development skills, with experience driving change, fostering collaboration, and building procurement capacity
- Advanced proficiency in ERP systems (Oracle preferred), with the ability to leverage technology for automation, reporting, and performance improvement

Conditions of Employment:

- Submission of a Satisfactory Criminal Record Check

Who We Are:

Strathcona County is a specialized municipality located in the heart of Alberta. Our vision is to become Canada's most livable community, where our workplace culture and identity are supported by our people plan and values of integrity, respect, safety, fairness, and cooperation.

Why Join Strathcona County:

- Competitive salary and comprehensive benefits package, which includes:
 - Extended health and dental coverage
 - Health and wellness spending account
 - Life and disability insurance
 - Retirement and pension programs
 - Management Flex time
 - Employee and family assistance program
- Commitment to employee development, through internal and external training and development opportunities
- Well-being programs and a safety culture focused on physical and psychological health in the workplace

Equivalencies of education and experience may be considered.

This competition may be used to fill future vacancies for similar positions within the next 6 months.

Strathcona County is committed to an inclusive, respectful, and equitable workplace that represents the community we serve. We welcome applicants from all backgrounds who can contribute diverse perspectives and experiences.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Please apply on our website before 11:55pm on October 13th: [Manager Procurement Services - Strathcona County Careers](#)