

Procurement Specialist

Employment Type: Term

Competition #: 26/172

Compensation: \$86,055.32- \$105,914.90 per year

Closing date: September 14, 2026, 10:00 PM (MST)

Work Location: 5 St. Anne St. (St. Albert Place)

About the City of St. Albert

Working at the City of St. Albert means joining a dedicated team that aims to deliver outstanding service to our vibrant community. We pride ourselves on employing a diverse group of employees who each bring unique skills and contribute to delivering exceptional services to our residents. We value collaboration, accountability, respect, and enjoyment in our work each day.

Job Details

The City of St. Albert is seeking a knowledgeable and customer-focused Procurement Specialist to join the Financial & Strategic Services department. Reporting to the Manager, Purchasing Services, the successful candidate will lead competitive procurement and contracting activities for a diverse portfolio of goods, services, consulting projects, and capital initiatives. As a trusted advisor, the Procurement Specialist works closely with departments across the organization to develop procurement strategies, administer competitive bid processes, draft and manage contracts, ensure compliance with trade agreements and legislative requirements, and provide expert guidance on procurement best practices. This role also plays a key part in risk management, stakeholder and vendor engagement, staff training, and the continuous improvement of procurement processes that support organizational effectiveness and value for money.

Responsibilities

Procurement Advisory Services

- Provide expert procurement advice and guidance to managers, coordinators, directors, and staff across the organization.
- Interpret and communicate procurement policies, procedures, trade agreement obligations, and legislative requirements.
- Assess procurement risks and recommend compliant and practical solutions to client departments.
- Advise stakeholders on procurement best practices and appropriate courses of action for unique or complex procurement challenges

Competitive Procurement Management

- Lead and administer competitive procurement processes for operating and capital projects, including consulting, engineering, design, construction, maintenance, renovation, and specialized professional services
- Collaborate with client departments to develop procurement strategies, scopes of work, specifications, evaluation criteria, and solicitation document
- Determine the appropriate procurement method based on complexity, risk, trade agreement requirements, and business needs.
- Manage the full procurement lifecycle, including solicitation, evaluation, negotiation, award recommendation, contract execution, and vendor debriefing.
- Ensure all procurement activities comply with applicable trade agreements, legislation, corporate policies, and public sector procurement standards.
- Monitor procurement activities to ensure fairness, transparency, accountability, and defensibility.

Contract Development and Administration

- Negotiate, draft, review, and administer standard and non-standard contracts for goods, services, consulting assignments, and construction projects.
- Develop customized contractual terms and conditions that appropriately balance operational requirements and organizational risk.
- Conduct contract analysis and provide oversight throughout the contract lifecycle.
- Ensure contractual agreements provide adequate legal and financial protection for the organization.

Training and Mentorship

- Deliver procurement training and orientation to employees with purchasing responsibilities.
- Provide ongoing coaching and mentorship regarding procurement policies, authorities, processes, and documentation requirements.
- Support colleagues in resolving procurement issues and adopting best practices.

Qualifications

- A Bachelor's Degree in a related field with a specialization in Supply Chain Management/Procurement with a combination of five (5) years of professional level purchasing experience **is required**.
- Experience within the public sector is **required**.
- One of the three Designations: Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO), or Certified Procurement Professional (NIGP-CPP) is required.

- Experience with Agresso Enterprise Resource Planning software, and Bids and Tenders is preferred.
- Equivalent combinations of experience and education may be considered.

Hours of Work

- Benefit from flexible work hours by adjusting your start and end times by 30 or 60 minutes around our core hours of 8 a.m. to 5 p.m.
- We offer a compressed bi-weekly work schedule of 72 hours, Monday - Friday, 8:00 – 5:00, with a biweekly regular day off (RDO).

Term

-  This is a term position from October 1, 2026, to September 30, 2027, with the possibility of an extension.

Compensation

- The salary ranges from \$86,055.32- \$105,914.90 per year including a comprehensive benefits package and accrued paid vacation starting at 3 weeks per year.
- **Learn more about our benefits here:** [Employee Benefits Booklet](#)
- Candidates not meeting the full qualifications may be considered for a development opportunity at a lower classification and salary.

Why You Should Work With Us

- Eligible to apply for a Hybrid Remote Work arrangement, with a minimum of 51% of work time spent onsite and the remainder worked remotely. Employees are eligible to participate in this program after 3 months of employment, subject to satisfactory performance.
- Employees can purchase an annual Recreation Access Pass for \$87 + tax, granting unlimited access to Servus Credit Union Place (excluding PLAYcare and registered programs), Fountain Park Recreation Centre, and Grosvenor Outdoor Pool.

Conditions of Employment

- The successful candidate will be required to provide proof of educational and professional credentials.
- The successful applicant will be required to obtain a satisfactory police information check.
- Please note that the presence of charges or convictions does not automatically preclude an individual from being considered for employment. All findings will be reviewed and assessed in relation to the responsibilities and requirements of the position.
- A valid Alberta Class 5 Driver's Licence and access to a personal vehicle for business use are required.

Application Information

If you are interested in this opportunity, please submit a cover letter and resume via our City of St. Albert employment opportunities site stalbert.ca/employment. Applications will only be accepted to 10:00 p.m. (Mountain Time Zone) on closing date.

This competition may be used to fill future vacancies, at the same or lower classification level.

We thank all applicants for their interest and effort in applying. Only candidates selected for interviews will be contacted.

The City of St. Albert is committed to creating and fostering a diverse workforce where all are welcome and we find a common purpose and strength in our differences. All qualified candidates are encouraged to apply, including those from members of groups that are historically or continue to be underrepresented.

We respectfully acknowledge that we are on Treaty 6 territory, traditional lands of First Nations and Métis peoples. As treaty People, Indigenous and non-Indigenous, we share the responsibility for stewardship of this beautiful land.