



**Competition #23/133**  
**Internal/External Posting**  
**Closing date: June 8, 2023**

**Buyer (Continuous)**  
**Finance Department**

### **POSITION FUNCTION**

Participate in the operation of Supply Management Services in the procurement of a variety of materials, services and equipment in accordance with purchasing standards and regulations.

### **KEY DUTIES**

Review and process requisitions for materials, services and equipment including major projects such as building construction, computer systems and consultant services; advise user departments on purchasing policy, procedures and government acts and regulations; determine user requirements and method of procurement; issue purchase orders and approve field purchase requests; arrange lease agreements; administer purchasing card program.

Compose and prepare documents for tender calls, requests for proposal, expressions of interest and request for offers; prepare detailed specifications and major project schedules; determine type and amount of financial security for bidders and contractors; coordinate the process which includes site meetings, pre-proposal conferences, evaluation committee and contract administration meetings.

Conduct tender openings and maintain confidential records; interpret, evaluate and analyze requests for offers, proposals and tender results; prepare related spreadsheets and correspondence; formulate recommendations to user departments; research, contact and determine appropriate suppliers; arrange and conduct product demonstrations and evaluations; negotiate agreements with suppliers; determine shipping method and expedite as required; arrange for disposal of hazardous goods and surplus items.

Liaise with Information Technology and Accounting staff to troubleshoot and maintain procurement and accounts payable ERP software; provide guidance to City staff on the use of the ERP system; respond to requests for emergency and urgent purchases; maintain contact with departmental managers and supervisors, architects, consultants, and other outside businesses; review with legal advisors contractual and liability issues; provide input and make recommendations regarding development of purchasing policy and procedures.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by user requests or is assigned by supervisor.

Work is reviewed through weekly production meetings with supervisor.

Issues such as bidder disputes, approval of major tenders and deviations from purchasing policy are discussed with supervisor.

## **WORKING CONDITIONS**

### **Physical Effort:**

Normal.

### **Mental Effort:**

Short periods of intense concentration while preparing and reviewing contracts and documents. (often)

Meet multiple deadlines. (often)

### **Visual/Auditory Effort:**

Focus on a variety of source data and computer for short periods (often)

### **Work Environment:**

Office.

## **KEY SKILLS AND ABILITIES**

Organize and prioritize work.

Understand and apply the principles of public sector purchasing.

Advanced level operation of current City advanced specialty software.

Evaluate quality, price and suitability of materials, equipment and services.

Read related technical drawings and specifications.

Make presentations and facilitating meetings.

Establish and maintain effective working relationships.

Deal effectively with the public and outside agencies.

## **QUALIFICATIONS**

### **Formal Education, Training and Occupational Certification:**

High school graduation.

Purchasing Management Association of Canada Level III Accreditation. (2 years)

### **Experience:**

4 years of purchasing experience, including public sector purchasing and tendering, or an equivalent combination of education and experience.

### **OTHER:**

Maintain an up-to-date knowledge of government acts and regulations.

May be requested to substitute in a more senior position.

**Work schedule: Monday - Friday, 35 hour work week**

**\$44.44 per hour, Pay Grade 13**

**Job Code #4217**

**This is a CUPE Local 50 Position**

To apply for this opportunity you will need to create an online profile or log back in to our career portal at [www.victoria.ca/jobs](http://www.victoria.ca/jobs) - only online submission will be considered. All applications must be submitted online by 4:30 pm on the closing date noted on the posting. Please be prepared to provide proof of qualifications and supporting materials as outlined in your resume.

At the City of Victoria, we are committed to recruiting a diverse workforce that represents the community we serve. Indigenous applicants, people of colour, all genders, LGBT2Q+ and persons with disabilities are encouraged to apply. Accommodations will be provided upon request during the selection process.

If you require assistance, please email us at [careers@victoria.ca](mailto:careers@victoria.ca).