



**Competition #24/03**  
**Internal/External Posting**  
**Closing date: February 01, 2024**

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

### **POSITION FUNCTION**

Coordinate and participate in the operation of the Supply Management Services Division to procure a variety of materials, services and equipment.

### **KEY DUTIES**

Review purchase order requisitions for materials, services and equipment for major projects such as building construction, computer systems and consultant services; determine user requirements and method of procurement; issue purchase orders; liaise with departments and consultants to review detailed specifications and major project schedules.

Compose and prepare documents for pre-qualifications, expressions of interest, request for offers, tenders and request for proposals; determine type and amount of financial security for bidders and contractors; determine supplier list; arrange and conduct site viewings, pre-proposal conferences and product demonstrations for bidders; conduct tender openings, maintain confidential records and provide advice on project contract administration.

Interpret tender results, evaluate products and services, conduct evaluation committee and contract administration meetings, analyze justifications, prepare related spreadsheets and formulate recommendations to supervisor, user departments, Directors, City Manager or Committee of the Whole; negotiate agreements and shipping methods with suppliers.

Approve emergency purchase requests; advise user departments on purchasing policy, procedures and government acts and regulations; make recommendations to supervisor regarding purchasing policy and procedures; review legal decisions, contracts and liability issues with legal advisors; represent the division at meetings with other departments, consultants and committees; respond to enquiries and complaints from departments and suppliers regarding purchase orders, contractual or accounting problems; assist in the administration of the Purchasing Card Program.

Coordinate, review and participate in the work of approximately 2 buying staff; ensure schedules, procedures and established performance and safety standards are met; provide training and input to employee performance appraisals.

Perform related duties where qualified.

### **INDEPENDENCE**

Work is generated by user requests or is assigned by supervisor

Work is reviewed through production meetings with supervisor.

Issues such as approval of tender documents and changes to 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. (occasional)

**Work Environment:**

Office.

**KEY SKILLS AND ABILITIES**

- Understand and apply the techniques of public sector purchasing.
- Communicate effectively verbally and in writing.
- Evaluate quality, price and suitability of materials, equipment and services.
- Establish and maintain effective working relationships.
- Organize and prioritize work.
- Make recommendations and facilitate meetings.
- Read related technical drawings and specifications.
- Working level operation of current City of Victoria spreadsheet programs.

**QUALIFICATIONS**

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

- High school graduation.
- Level IV Purchasing Management Association of Canada's Certified Professional Purchaser Accreditation Program. (3 years)

**Experience:**

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

**OTHER:**

May be requested to substitute in a more senior position.

**Work schedule: Monday to Friday, (35 hour work week)**

**\$50.45 per hour, Pay Grade 15**

**Job Code #4177**

**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 integrating equity, diversity, inclusion, and accessibility into our programs, policies, spaces, and services. Our goal is to cultivate a diverse and inclusive workforce that reflects the community we serve and aim to become. Individuals who are Indigenous, racialized, immigrants, persons with disabilities, 2SLGBTQIA+, or facing any additional barriers are encouraged to apply. Accommodations will be available upon request throughout the application and selection process.

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