



Procurement Specialist

Competition number:

23-067

Salary:

\$56,885.00 - \$67,879.00/Year

Job Type:

Permanent Full Time

Closing Date:

June 1, 2023

Classification: (BOTH)

Local 486, Group 6-7 Progression.

Primary Purpose:

This position is responsible for the administration of the City of Saint John's Procurement Policy by ensuring fair and open procurement practices are upheld through the preparation and recommendation for award of competitive bids for required goods, services and construction of City departments, boards and commissions.

Key Responsibilities:

Facilitate competitive bidding to ensure public funds are expended appropriately by:

- Ensuring the use of open, transparent and fair competitive procurement practices;
- Maintaining a high degree of knowledge of current trends in the procurement profession;
- Analyzing, interpreting, and evaluating technical specifications and drawings to ensure maximum competition can be achieved;
- Monitoring for abuses such as bid rigging, collusion, and favoritism within the competitive procurement process;
- Conducting comprehensive market research on products, manufacturers, distributors, and market conditions to determine effective purchasing strategies.

Provide procurement related risk mitigation by:

- Ensuring a high level of accuracy is maintained throughout all procurement activities as errors could result in excessive or unauthorized expenditures of public funds;
- Taking a leadership role in contract administration and dispute resolution in order to mitigate financial and legal risk to the City; and
- Liaising with the City Solicitor's office to develop commercial terms and strategies to protect the City's interests.

Maintain and encourage open channels of communication amongst City staff, potential suppliers and contracted vendors by:

- Conducting training sessions for City staff and/or the vendor community pertaining to the City's Procurement Policy and Procedures to ensure understanding, compliance and buy-in;
- Presenting oneself in such a way as to enhance the perception of the City as an organization which conducts its procurement activities with fairness and integrity;
- Organizing and leading meetings with vendors and user departments to address areas such as vendor performance, dispute resolution, and vendor debriefings.

Ensure the City obtains the maximum benefit from the Financial Management Information System (Purchasing/Inventory) by:

- Overseeing the year-end procurement processes;
- Providing instruction to staff on the use of the functions related to purchasing, inventory and receiving;
- Assisting with the annual audit for the inventory and procurement activities.

Provide guidance and leadership to the organization by:

- Monitoring procurement activities for compliance with Trade Treaties, Tendering law, Provincial legislation and the City's Procurement Policy and Procedures;
- Facilitating the proposal process during the evaluation and scoring of submissions, proponent interviews and debriefing sessions with unsuccessful proponents;
- Presiding over the Tender Opening Committee to determine compliance and acceptance of submitted public tenders.

Maintain the continuity and efficiency of the City's Supply Chain by:

- Ensuring the City's operational requirements for goods and services are met in a timely fashion;
- Liaising with internal departments, other government entities and the City's vendor-base to identify areas for cost-reductions, process efficiencies, and cooperative procurement opportunities.

Progression:

URL to progression table:

https://saintjohnca.sharepoint.com/:w:/s/HumanResourcesTemporaryFileStorage/Eea8sv03FdpOu8Kz__ybsPUBa45zl36ckmbQXe=ek8Txo

Education, Training & Experience:

The successful candidate must possess a high level of personal integrity and excellent communication skills, to effectively deal with City staff and the vendor community.

The successful candidate must demonstrate an extremely high level of accuracy, attention to detail, thorough record-keeping, individual initiative, planning and good judgment. The successful candidate shall have the responsibility to make judgement calls and decisions which impact significantly upon the day-to-day operations of City departments.

The successful candidate must demonstrate a strong commitment toward providing a high level of customer service, a positive, proactive and open-minded attitude, courteous and friendly disposition, and creative problem-solving skills.

The successful candidate must possess a high degree of computer literacy and technological aptitude, with a very strong working knowledge of the Microsoft Office Suite.

Education:

The successful candidate will possess the minimum of a diploma in Business Administration, Business Certificate 1 and 2, or an equivalent program.

Experience:

Five (5) years' experience in procurement, with a minimum of two (2) years in public procurement*. Procurement experience defined in the progression matrix.

Certification:

The successful candidate will possess one of the two (2) following professional designations:

- CPPB - a Certified Professional Public Buyer from the National Institute for Governmental Purchasing, or
- SCMP - Supply Chain Management Professional from the Supply Chain Management Association.

Progression Option

This is a progressive position specifically designed to allow for the engagement of an individual at a Group 6 level who, through a combination of experience and external training, will progress to full competency as a Procurement Specialist Group 7 (see attached training and career development matrix).

Knowledge:

The successful candidate will be required to develop a thorough knowledge of various procurement policies, legislation, and trade agreements governing the public purchasing function. Examples include:

- City of Saint John's Policy for the Procurement of Goods, Services and Construction
- The Public Purchasing Act and Regulation 2014-93 of the Province of New Brunswick

- Canadian Free Trade Agreement (CFTA)
- The Atlantic Procurement Agreement

Equal Opportunity Employer:

We are an Equal Opportunity Employer. We are committed to building a workforce that reflects the diversity of the communities in which we live and which we serve. We encourage and support applications from Indigenous, persons with disabilities, and members of visible minority groups. Candidates who belong to such groups, who are qualified, will be given preference at the time of selection.

Are you interested in this job?

I AM INTERESTED