



## THE REGIONAL MUNICIPALITY OF DURHAM

Finance Department

**Purchasing Supervisor**  
(Regular Full-Time)

Job ID: 12449

Job Number: 330

Open: Nov 29, 2019 Close: Dec 11, 2019

### Supervisor, Purchasing

Reporting to the Manager, Purchasing, the incumbent will:

- Supervise procurement officers and expediter/buyers
- Oversee procurement activities of the Region and related agencies
- Develop, renew and implement all procurement policy, procedures and practices
- Ensure adherence to Purchasing By-law, legislation and best practices
- Prepare and deliver training to staff, internal and external clients and monitor customer and vendor service
- Negotiate and administer vendor agreements as required
- Analyze, research and prepare various related reports including Council and management reports
- Resolve ongoing purchasing issues, administer purchasing year end processes for the Financial Information System and train system requisitioners
- Represent the Purchasing Manager as required

The successful applicant will possess:

- A Business Administration/Operations Management degree or equivalent combination of education and experience
- Certified Supply Chain Management Professional (CSCMP), or Certified Public Procurement Officer (CPPO) designation, or Certified Professional Public Buyer (CPPB) designation with combined education and experience
- A minimum of five years' experience in purchasing within the public sector
- Purchasing experience in a supervisory or leadership role
- Experience in policy and procedure development and implementation for a public sector organization
- Knowledge of competitive bidding, Federal/Provincial legislation, Canadian Free Trade Agreement (CFTA) and Canadian-European Union Comprehensive Economic and Trade Agreement (CETA), tax legislation, Municipal Act, contract law, Workplace Safety Insurance and Occupational Health and Safety Act, Business Discriminatory Practices Act, Ethics, Construction Act (CCDC) and Ontario Provincial Standards (OPS) Construction Documents
- Demonstrated leadership ability, strong negotiation, conflict resolution and project planning/management skills
- Excellent verbal and written communication skills, organization and time management and presentation skills
- Strong understanding of Financial Information Management System environment (FIMS)
- Proficiency in Microsoft Office software (Word, Excel, PowerPoint) and data analysis

### Management & Exempt Salary Grade 6

- Salary: \$90,014 to \$112,517 per annum

### External Application Process

Come find a home where exciting and rewarding careers are balanced with your lifestyle. We thank all applicants; however, only those being considered will be contacted. Please apply online ([www.durham.ca](http://www.durham.ca)) no later than midnight on the closing date indicated on the Job Posting.

The Region of Durham is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. If contacted for an employment opportunity and you require accommodation, or if this information is required in an accessible format, please contact us at: [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca) and a Recruiter will provide appropriate assistance pursuant to the Region's Accommodation and Accessibility policies. Please note that resumes should not be sent to [RecruitingHelp@durham.ca](mailto:RecruitingHelp@durham.ca).

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