



# EMPLOYMENT OPPORTUNITY

## Buyer II

### Financial Management Services - CUPE Local 157

#### **Summary of Duties:**

Reporting to the Purchasing Agent, this role requires a strong communicator, who excels in providing expert advice to a variety of clients in order to achieve strategic procurement objectives for the acquisition of goods and services.

#### **Duties and Responsibilities**

(These set out the principal functions of the position, and shall not be considered as a detailed description of all the work requirements).

- Write certain specifications for Request for Procurement Process (RFx) for goods and services, based on request of the end user and standard characteristics, and prepare summaries.
- Prepare RFx documents for routine and repetitive requirement ensuring adherence to the Purchasing by-law, relevant government regulations and ethical purchasing practices.
- Analyze RFx submissions and make recommendations.
- Locate sources for, and proposals on, new or improved items, and answer inquiries about sources and cost of items. Maintain harmonious vendor relations.
- Negotiation of agreements with new or existing vendors for contract extensions, additions, changes. Monitor and track vendor performance issues as necessary. Review rationale for single or sole source considerations to achieve the procurement of goods and services at best value to the Corporation.
- Improve the utilization of the E-Solutions Bids and Tenders procurement software and liaise with departments on adherence to the procurement process.
- Make suggestions for changes in the Division's policies, practices and procedures, as required from time to time. Provide education regarding the procurement by law and related procedures to City Staff.

#### **Position Requirements:**

- Completion of a three (3) year College Diploma in Business or Accounting Program.
- Enrollment in a recognized purchasing professional certification program such as the Purchasing Management Association of Canada (CSCMP) or the National Institute of Governmental Purchasing (CPPB or CPPO).
- A minimum of 3 years of purchasing experience in a municipal or government setting.
- Knowledge and understanding of the principals of Public Procurement, the City's Procurement Policy, WSIB requirements, Risk Protection, and other general accepted purchasing practices.
- Proven experience using Microsoft Office Suite.
- Proven ability to organize workload under limited supervision and to meet deadlines.
- Knowledge of a bids and tender system, preferably esolutions Bids and Tenders.
- Preference will be given to candidates with an understanding of accounting including an understanding of the General Ledger, Accounts Payable and procurement software.
- Knowledge of various trade agreements and impact on the Municipality (e.g. CETA,

- Ontario-Quebec Trade and Cooperation Agreement).
- A demonstrated commitment to enhancing a safety culture.
  - Valid Ontario Driver's license, Class "G", with a clean driving record.

**Pay Group 8** – Minimum \$60,329 annually; Maximum \$67,745 annually

**Expected Work Location:** City Hall

**Hours of Work:** Currently Monday-Friday 8:30am - 4:30pm

Applications will be accepted online at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). Please reference the recruitment number **2020-130** in your cover letter. Applications received any other way will not be accepted.

The City of St. Catharines is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. We will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise the Human Resources Division to ensure your accessibility needs are accommodated throughout this process.