

# The District Municipality of Muskoka is currently recruiting for a **Purchasing & Risk Management Advisor**



The District of Muskoka is seeking a customer focused, collaborative individual to join our Corporate Finance team on a permanent full-time basis.

Reporting to the Director, Budgets & Financial Planning, the Purchasing & Risk Management (PRM) Advisor facilitates the procurement of goods and services on a departmental and corporate basis in accordance with the Procurement by-law, District policies, and legislation. The PRM Advisor will also be responsible for the provision of insurance related services for claims management and coordinates risk management activities and will assist with management of the non-operational aspects of the District fleet.

The Purchasing & Risk Management Advisor's main responsibilities will be to:

- Ensure compliance with District Procurement by-law and any associated policies and procedures.
- Provide professional procurement advice and work in partnership with internal customers and the Legal department in developing tenders, quotations and Request for Proposal specifications.
- Develop cooperative or bulk purchasing strategies and alliances with appropriate purchasing partners, including the area municipalities.
- Develop and maintain supplier lists and manage vendor pre-qualification processes including development and delivery of a vendor orientation program.
- Provide corporate procurement contract administration and/or provide consultation to other departments on appropriate contract administration techniques.
- Develop, implement and maintain risk management policies and procedures, and provide advice and risk management expertise to staff.
- Research and keep informed on relevant procurement and risk management matters including new developments, legislation, programs, best in class procurement strategies, procedures, and technology.
- Manage the annual review of insurance requirements and related services; investigate and recommend new coverage as required; prepare reports for Council recommending insurance policy renewals and proposed changes in coverage, limits and/or deductibles, and issues of concern.
- Oversee processing of insurance incidents and claims in conjunction with the Legal department.
- Manage and administer the District's fleet acquisition and disposal of vehicles and equipment, preparation of specifications in collaboration with operating departments, and adherence to capital and maintenance budgets.
- Administer the disposal of surplus assets, including furniture and equipment.
- Perform related duties as assigned.

## **Why the District of Muskoka?**

Muskoka is a great place to live and play! We are a four-season municipality that offers a balance between family life and work. We are built around supportive and caring communities that are always growing, with wonderful schools and facilities. [Watch our video](#) to learn more!

## What you will bring to us

We would expect that your strengths will include strong customer service and collaboration skills. You will be well versed in municipal purchasing procedures, fleet and risk management. You will also be able to fluently converse on matters related to municipal insurance requirements and procedures.

From an educational standpoint, you are a graduate of a three (3) year college program in business/ public administration, procurement & supply chain management, economics, or a related field. You will have 4-5 years of progressive experience in a related position/ environment. It is considered an asset if you hold certification through the Supply Chain Management Association of Canada and/ or the Risk & Insurance Management Society of Canada.

Although this job is a sole contributor (i.e. this is a one-person procurement team), you will need to have well developed team work skills as you will be working with an array of individuals across the organization on their purchasing needs. Self-management, initiative, accountability and adaptability are all terms you would comfortably use when describing yourself.

## What We Offer

The District offers a competitive salary package, including a comprehensive health and dental benefits plan, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. We foster a professional, friendly and supportive team atmosphere and continuously strive to provide a working environment where the best people want to work. We have a strong focus on health & wellness, as well as community involvement - the people who work at the District are passionate about the community that they live in! The District is committed to creating and promoting diversity, accessibility and inclusion in the workplace.

The Annualized Salary range for this non-union staff position is: \$ 71,457 - \$84,132

## How to Apply



If you have the necessary skills, experience and qualifications, and can support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “**How to Apply**” instructions on our Website and then submit your application: <https://www.muskoka.on.ca/en/district-government/Career-Opportunities.aspx>

Once you have reviewed the instructions, please click on the “**Apply Now**” link, next to the posting, to submit your application in the specified format. If an “Apply Now” link does not exist, we are no longer accepting applications to the posting.

## **POSTING CLOSING DATE: Friday, July 10, 2020 @ 12:00 NOON**

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act*. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.