



## **Category Manager, Fleet Vehicle and Special Projects Category, Procurement and Category Management**

**Requisition ID:** 3159

**Number of Vacancies:** 1.00

**Department:** Procurement and Category Management (20000714) - Capital Procurement (30000513)

**Salary Information:** \$107,616.60 - \$134,479.80

**Pay Scale Group:** 11SA

**Employment Type:** Regular

**Weekly Hours:** 35, **Off Days:** Saturday, Sunday **Shift:** Day

**Posted On:** February 3, 2021

**Last Day to Apply:** March 31, 2021

**Reports to:** Director Procurement - Capital

The Toronto Transit Commission (TTC) is North America's third largest transit system and has been recognized as one of the top places to work in the GTA. Guided by a forward-thinking strategic plan, the TTC's vision is to be a transit system that makes Toronto proud. The TTC's recruitment efforts are directly aligned to its mission of providing "a reliable, efficient, and integrated bus, streetcar and subway system that draws its high standards of customer care from our rich traditions of safety, service and courtesy."

### **General Accountability**

Supervises, directs, monitors, plans, coordinates and manages performance of assigned staff; provides general oversight of pre-award procurement and post-award contract administration services to clients departments; responsible for providing contract administration services for selected large, complex contracts; assists the Director with management and administration related tasks such as workforce planning, budgeting, performance analysis and other related tasks.

### **Key Job Functions**

- Plan, coordinate, and provide oversight of procurement activities and contract administration.
- Liaise with clients to identify and resolve systemic issues or problems in procurement processes or procedures.
- Review, assess, approve client's scope of work/specifications and requirements (e.g., budget/project approval, estimate, schedule, technical details), Commercial Analysis, Purchase Authorizations, Sole Source Requests, Contract Amendments.

- Guide and assist section staff with proposal evaluations and contract negotiation and administration activities.
- coordinate, monitor, review and prepare a variety of reports relating to procurement/contract administration progress, budget/project approvals, labour/material cost distribution, client requirements, or special reports for management.
- Prepare responses to and correspondence with contractors and consultants regarding contractual and commercial matters.
- Plan, supervise and direct the daily work performed by direct reports.
- Develop short and long terms plans relating to methods, procedures, administration and staffing to enhance effectiveness of procurement process.
- Candidate will be required to participate in the TTC's Customer Service Ambassador Program.
- Promotes a respectful work and service environment that supports diversity, inclusion, and is free from harassment and discrimination. Provides leadership in the development and implementation of inclusive and accessible policies, programs and/or services for employees and customers in accordance with TTC's commitments and obligations under the Ontario Human Rights Code (OHRC) and Related Orders, the Accessibility for Ontarians with Disabilities Act (AODA), and TTC's policies.

## **Skills**

- Use office technology, software and applications
- Understand and apply administrative policies, processes, and procedures
- Apply analytical skills
- Communicate in a variety of mediums
- Manage human resources
- Plan and organize activities / projects to meet section and organizational goals
- Manage conflict
- Demonstrate specialized expertise and knowledge in the assigned field

## **Education and Experience**

- University Degree or College Diploma in Business or a related discipline, or a combination of education, training, and experience deemed to be equivalent combined with progressively responsible experience in a hybrid or complex procurement and/or supply organization including demonstrated experience within Category Management
- Industry designation (e.g. SCMP, CSCP, CIPS or P.Log) is an asset

## Additional Requirements

- Strong knowledge of category management, strategic sourcing, including advanced market knowledge of assigned category (transit experience, with the acquisition of buses, subways, or other transit vehicles preferred)
- Business case development

To find out more about the TTC and to apply online, by **March 31, 2021**, please visit [www.ttc.ca/jobs](http://www.ttc.ca/jobs), click on “current employment opportunities” and enter **Requisition ID 3159** in the search field.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The TTC is committed to fostering a positive workplace culture with a workforce that is representative of the communities it serves. Committed to the principles of diversity and inclusion, the TTC encourages applications from all qualified applicants. Accommodation is available for applicants, including those with disabilities, throughout the recruitment process. Please contact Human Resources - Employment Services at 416-393-4570.

The TTC's Employment Policy prohibits relatives of current TTC employees from being hired, assigned, transferred or promoted into positions, where there is a conflict of interest due to relationship. Should you be selected for an interview, you will be required to disclose the name, relationship, and position of any relative who is a current TTC employee.