

April 20, 2021

Contract & Procurement Administrator #26574 (Contract Administrator – Paramedic And Seniors Services)

DEPARTMENT: Community and Health Services Department
BRANCH: Paramedic and Seniors Services Branch

Salary: \$ 40.60 to \$ 44.12 per hour

LOCATION: 80 Bales Drive East, East Gwillimbury
STATUS: Permanent Full-Time
SCHEDULED WEEKLY HOURS: 35
SCHEDULED SHIFTS: 0830 – 1630
START DATE: Immediate

This is a Replacement
Union position - CUPE Local 905 (York
Region Unit)

POSITION PURPOSE

Reporting to the Manager, Contracts and Procurement, is responsible for procurement activities and contracts associated with the Paramedic and Seniors Services Branch (PSS) by researching and providing support in the development and implementation of PSS contract administration and procurement processes, ensuring due diligence and compliance with PSS standards and the Region's Purchasing Bylaw.

CORPORATE GOVERNANCE:

Departmental/Branch Procurement functions work in close collaboration with Corporate Procurement Office consistent with the Region's vision and strategy; supporting the development and implementation of Corporate Procurement Office Initiatives, Programs, Processes, Policies, and Protocols. Corporate Procurement Office provides strategic planning, direction and leadership across the Region.

MAJOR RESPONSIBILITIES

- Researches best practices for contract administration and provides input on plans and business improvement processes for streamlining the administration and awarding of contracts by the Branch.
- Administers contracts in accordance with approved procedures and updates contract details to maintain the integrity of contract information.
- Proactively identifies and manages contract risks to meet organizational obligations and achieve the planned outcomes of the contract.
- Sources goods and services for the PSS Branch ensuring quality products and price competitiveness in accordance with the Region's Purchasing By-law, Policies and Procedures, and applicable trade treaties.
- Provides consultative support to PSS management and staff in developing and co-ordinating the formulation, preparation and processing of quotations, tenders and proposals.
- Reviews, develops and monitors PSS Branch procurement methods and contracts for goods and services
- Liaises and develops linkages with Corporate Procurement Office, Risk Management, and Legal and Court Services on contract and purchasing matters.
- Drafts and/or assists in the preparation of reports and other correspondence to staff and contractors.
- Conducts research and makes recommendations related to issues involving the quality and supply of goods and services by contractors.

QUALIFICATIONS

- Successful completion of a College Diploma in Finance, Commerce, Business Administration or related field or approved equivalent combination of education and experience.
- Successful completion of one of the following certification programs as a Certified Professional Public Buyer (C.P.P.B.) with the Universal Public Procurement Certification Council (UPPCC) and/or Certified Supply Chain Management Professional (SCMP) with Supply Chain Management Association (SCMA).
- Minimum three (3) years demonstrated experience, preferably in the public sector, dealing with contract management issues including demonstrated experience in coordinating all aspects of the procurement process for the purchase of goods and services.
- Knowledge of municipal polices, purchasing legislation, compliance and risk, Bylaws and contract management methods.
- Good verbal and business/technical writing skills.

Please click the link to apply: [Link to apply](#). Please apply online by **May 3, 2021**. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.

York Region is an equal opportunity employer committed to an inclusive, barrier-free recruitment and selection process. At the Region, we respect, encourage and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

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