



Help us get there.



We're building change in Brampton.

The urban centre we serve is one of the youngest, fastest growing, most diverse cities in the country. We're aiming high and thinking big, to position Brampton as an emergent global city of the future.

Leaders in our organization understand success requires passion, creativity and agility. We value progress over process. We hold each other accountable. We are a team who is engaged, excited and empowered to deliver results for Brampton.

Exciting things are happening at the City of Brampton. Take a look at what employees are working on related to our [Term of Council Priorities](#) moving us forward towards [The Brampton 2040 Vision](#).

PURCHASING SUPERVISOR

POSTING NUMBER: 104135

HIRING SALARY RANGE: \$92,190.00 - \$103,714.00 PER ANNUM

MAXIMUM OF SALARY RANGE: \$115,237.00 PER ANNUM

AREA OF RESPONSIBILITY:

Reporting to the Manager, Purchasing/Deputy Purchasing Agent, this role provides supervision to a team of purchasing professionals and administrative support staff in order to facilitate the procurement of products and services required across City departments.

Supervise purchasing team. Provide functional supervision to several purchasing professionals and administrative (clerical) unionized staff. Establish performance objectives and work assignments, and motivate staff through daily coaching and guidance. Responsible for adherence to City policies, procedures and protocol. Assess staff performance and make recommendations for training & development. Provide coaching and mentoring in the area of professional purchasing and contract law. Prepare and monitor the operating budget for own area, and contribute to the overall departmental budgeting process.

Act as Purchaser. On complex and major purchases, provide information and assist in developing competitive bid documents; analyse and evaluate offers and proposals, prepare and implement contracts, and monitor contract delivery. Liaise with external vendors and suppliers as required.

Provide consulting service to user departments. Assist in the development of policies, procedures, computerized systems and training of division staff and clients. Prepare reports for Council. Educate on purchasing policies and procurement methods. When necessary, assess department needs and make recommendations. Work with Buyers to coordinate preparation of specifications and proper bid

documents, including bid lists. When necessary, provide subsequent evaluation of submissions and award recommendations.

Develop efficient processes. Work with peers and Director to implement continuous improvements and to upgrade processes to keep pace with industry standards and best practices in transaction methods. Research comparators and recommend changes. Provide backup in the absence of the Director.

SELECTION CRITERIA:

- Post-secondary degree or diploma in Business Administration or similar program
- Completion of Certified Professional Public Buyer (CPPB) or Certified Supply Chain Management Professional (CSCMP) or a combination of equivalent education and related experience
- 4-5 years relevant purchasing experience, including tendering and contracting, public sector preferred
- Management (supervisory) experience
- Demonstrated ability to negotiate with vendors, contractors, suppliers
- Proficient in use of MS Office, spreadsheet/database software, specific knowledge of PeopleSoft purchasing module an asset
- Excellent English communication skills, written and verbal
- Project management experience an asset

***Various tests and/or exams may be administered as part of the selection criteria.*

Job status: Permanent

Job Type: Management and Administration

Applications must be received by: May 14, 2021

Alternate formats will be provided upon request.

If this opportunity matches your interest and experience, please apply online at www.brampton.ca/employment quoting **reference #104135 by May 14, 2021** and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.



The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact TalentAcquisition@brampton.ca or 905.874-2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be addressed confidentially.