

# EMPLOYMENT OPPORTUNITY



## Purchasing Agent Financial Management Services - CUPE Local 157

### Summary of Duties:

The role of Procurement at the City of St Catharines is to encourage competitive bidding and ensure objectivity and integrity in the City's purchasing processes; and foster openness, accountability and transparency while protecting the best interests of the City and the public. The Purchasing Agent role leads a team of 2 procurement specialists, ensuring the timely and effective sourcing, purchasing, expediting and delivery of goods and services required to maintain the operations of the City of St. Catharines. They act as a resource to user Departments, ensuring compliance with the City's procurement policy, coordinating the activities of the purchasing function, and assisting with the operation and administration of the Division.

### 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).*

- Purchase goods and services consistent with quality, delivery requirements and specific needs of individuals or Departments.
- Expedite product to ensure timely delivery to city staff and to ensure event deadlines are met.
- Source new products, find alternate sources for existing products, research markets for product changes via internet and other media, and document and maintain files for same.
- Provide guidance and assistance to City staff on preparing specifications for products, and sources for goods and services.
- Develop or assist in developing specifications based on technical requirements and expectations of users.
- Arrange for preparation of Tenders, Request for Proposals and Quotations of a variety of goods and services required and for public advertisement of these documents and release of bid bonds and securities.
- Conduct public openings in accordance with the Procurement Policy and summarize bids, provide written and verbal comments.
- Participate on evaluation Committees and give guidance.
- Make suggestions for changes in the Division's policies, practices and procedures.
- Provide education on the Procurement Policy and related procedures to City staff.
- Be responsible for disposal of surplus or obsolete assets as directed by the Procurement Policy.
- Represent the City on the Niagara Public Purchasing Committee, act in an official capacity if called upon to do so, and prepare Tenders on behalf of the Committee for various publicly funded agencies.
- Guide and protect the City's interest in group contacts.
- Interview sales staff, to evaluate the company's effectiveness as a new or existing supplier.
- Investigate and obtain proposals for settlement of claims arising from shortages, damaged or defective goods, or missing goods or services.
- Review problems with invoices/discrepancies and resolve the issue and correct any documentation or invoicing errors.
- Ensure maintenance of the Division's files and records.
- Provide technical and functional guidance to the Assistant Buyer and Accounting and Purchasing Clerk.
- Perform other similar and related duties as required.

**Position Requirements:**

- Community College Graduation in a Business or Accounting Program.
- Completion of a recognized purchasing professional certification program such as the Purchasing Management Association of Canada (CPP) or the National Institute of Governmental Purchasing (CPPB or CPPO).
- Minimum of 5 years of progressively responsible purchasing experience with at least 3 years in a municipal setting.
- Demonstrated negotiating skills related to contracts, terms and conditions.
- Knowledge of the City's Procurement Policy.
- Knowledge of WSIB requirements, Risk Protection, Construction Lien Act, Occupational Health and Safety requirements, and other applicable statutes.
- Demonstrate a high degree of personal initiative and motivation.
- Proven ability to organize workload under limited supervision and to meet deadlines.
- Superior communication skills.
- Proven computer experience using the Microsoft Office Suite.
- General understanding of computerized purchasing environment, particularly with respect to inventory control.
- A demonstrated commitment to enhancing a safety culture.

**CUPE 157 Pay Group 10** – Minimum \$72,565 annually; Maximum \$81,513 annually

**Expected Work Location:** Hybrid

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

Please note that the City of St. Catharines has implemented a COVID-19 Employee Vaccination Policy and requires all newly hired employees to be fully vaccinated against COVID-19 as a condition of employment. Successful candidates are required to provide proof of full vaccination or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of St. Catharines prior to the date of hire.

Applications will be accepted online at [www.stcatharines.ca/jobs](http://www.stcatharines.ca/jobs). 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.