

# Job Title: Category Manager (4981)

## JOB INFORMATION

**Requisition ID:** 4981

**Number of Vacancies:** 1

**Department:** Procurement and Category Management (20000714) - Operating Procurement (30000512)

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

**Pay Scale Group:** 11SA

**Employment Type:** Regular

**Weekly Hours:** 35, **Off Days:** Weekends (Saturday and Sunday) **Shift:** Day

**Posted On:** December 24, 2021

**Last Day to Apply:** January 31, 2022

**Reports to:** Director, Procurement

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

Plans, coordinates and provides general oversight of the daily activities associated with tendering, purchasing, contract administration, sales and expediting functions; provides direct supervision to staff and may be involved in representing the section on special assignments or task forces; assists the Director with management and administration related tasks, such as workforce planning, budgeting and performance analysis and other related tasks.

## Key Job Functions

- Plan, coordinate, and provide oversight of procurement activities and contract administration.
- Liaise with user departments to review requirements, ensure compliance to procurement policy and ensure goods and services are made available when required. May be required to visit outside vendor/contractor user locations.
- 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.
- Provide advice, guidance and direction to staff on specific commercial, legal or technical issues, and difficult /complex negotiations for contract awards or changes/claims.
- Maintain, develop and prepare specific/unique contract documents for the procurement of more complex goods and services, standard letters, forms and procurement tender/proposal documents.
- 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.
- Locate and develop alternate sources of supply for goods and services, particularly for single source items to increase competition and reduce costs of goods/service purchased.
- Gather competitive data on various types of materials, equipment, services etc., from vendors or sales representatives.
- 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**

Completion of a post-secondary college diploma or university degree in a related discipline or combination of education, training and experience deemed to be equivalent.

The TTC is committed to upholding the values of equity, diversity, anti-racism and inclusion in the delivery of its services and in its workplaces. The TTC is committed to fostering a diverse workforce that is representative of the communities it serves at all levels of the organization, and supports an inclusive environment where diverse employee and community perspectives and experiences bring value to the organization. The TTC encourages applications from all applicants, including members of groups with historical and/or current barriers to equity, including but not limited to, Indigenous, Black and racialized groups, people with disabilities, women and people from the LGBTQ(IA+) community. The TTC values and supports an inclusive and barrier-free recruitment and selection process. Accommodations for applicants are available upon request throughout the recruitment and selection process, including for those who identify as having a disability. Please contact Human Resources – Talent Management at (416) 393-4570. Any information received related to an accommodation will be addressed confidentially.

The TTC's 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 a 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.

Note: All TTC Employees are required to be fully vaccinated as a precondition of employment in accordance with [TTC's Mandatory Vaccination Policy](#)

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