



Grow your future

## **Procurement Officer (C1454)**

**File Number:** COL00898

**Service Area:** Finance Supports

**Division:** Financial Services

**Close Date:** June 29, 2022

**Position Type:** Permanent - Full Time

**Employee Group:** CUPE Local 101

### **Summary of Duties**

Reporting to the Manager I, Purchasing and Supply Operations or designate, the Procurement Officer is responsible for the procurement process for the supply and delivery of goods and services and disposal of surplus for all Service Areas within the City of London. Liaises with Services Areas and Divisions, as well as various Government bodies to determine operational and functional requirements, business process improvement opportunities and prepares clear and accurate specifications.

### **Work Performed**

Liaises with City of London employees across Service Areas to provide required information on the principles/objectives/procedures of purchasing. Reviews requirements and determines potential sources for the supply of goods or services. Recommends the best procurement method and integrates purchases with and/or across Service Areas, where applicable.

Prepares and issues requests for quotation/tenders/proposals/expressions of interest/request for information and pre-qualifications and determines appropriate clauses to be included. Prepares and maintains commercial and technical specifications. Builds documents, uploads drawings and spreadsheets for the form of tender/quotation within the current electronic bid provider service.

Summarizes, evaluates and recommends award of contracts to various Service Areas for concurrence. Prepares recommendation of award of tenders and Request for Proposals to Manager I, Purchasing and Supply Operations for approval. Prepares

Legal Agreements for final approval by the Legal Department and Execution by the City Clerk and Mayor. Assists with the preparation of Committee and Council reports related to purchasing activities including Single and Sole Source procurements.

Monitors files and contracts on an ongoing basis. Ensures that all legal documentation is secured such as Workplace Safety and Insurance Forms, Liability/Automobile/Professional Insurance policies being in effect, and that Material Safety Data Sheets and various Ministry documentation are current. Secures Performance and Labour and Material Bonds, Bid Deposits and monitors them for compliance to each project; ensures that Health and Safety and Confined Space Entry procedures are adhered to in contracts.

Administers contracts throughout duration of projects which includes monitoring vendor performance, revising contracts, renewing bonds and insurance. Administers purchase of Service Agreements ensuring compliance with current standard, regulations and procedural requirements.

Negotiates terms of procurement for Single Source/Sole Source items and Request for Proposals.

Coordinates, attends and conducts pre-bid conferences, site meetings, evaluation reviews, and proponent interviews and debriefing sessions upon request throughout the procurement process applicable to each project.

Collects and analyzes data to provide forecasting and statistical information for yearly Divisional budget projections.

Presents information and advice on purchasing matters to Consultants, Boards and Commissions, Purchasing Cooperatives, Service Areas, and Divisions. Reviews and recommends changes to Tender Documents that are prepared by the Environmental and Engineering Services Department and/or a Consultant.

Reconciles statements of accounts for purchases on credit cards.

Locates and maintains reliable sources of supply for various commodities. Interviews sales representatives, suppliers and accesses the Internet to keep abreast of market conditions and new products.

Coordinates, recycles and maintains control of surplus material, equipment and supplies throughout the Corporation, Boards and Commissions and disposes through various methods. (i.e. auction, sealed bid). Attends to, monitors and reports dollar amount received to Service Areas from various disposals.

Under the direction of the Manager, investigates Sustainable Purchasing options and revises requirements for Government funded projects that require special options.

Advises staff and vendors on the applications and interpretation of current customs, excise and sales tax regulations and government legislation.

Participates in Purchasing Co-operative initiatives.

Maintains current knowledge and understanding of relevant trade agreements and regulations as applicable.

Informs Inventory Control Clerk of additions/deletions to inventory.

Performs related duties as assigned.

### **Qualifications/Experience**

A Certified Professional Public Buyer (CPPB) designation with a two-year diploma from a community college in Business – Logistics and Supply Chain Management, or equivalent. The Certified Supply Chain Management Professional (CSCMP) designation is an acceptable alternative.

Three years of related experience is required.

### **Specialized Training & Licenses**

#### **Skills and abilities in the following areas are necessary:**

Demonstrated excellence in customer service and effective communication skills.

Demonstrated attention to detail.

Demonstrated proficiency in MS Office Suite (Word, Excel, Outlook) and related purchasing software.

### **Compensation and Other Information**

\$54,093 - \$78,599 (Level 14)

Current hours of Work: Monday - Friday from 8:30am - 4:30pm

These hours of work are subject to change in accordance with the Collective Agreement and may include evening hours and Saturdays.

**NOTE:** Applicants may be required to complete a job related test.

To apply online please visit our City of London website at: <https://bit.ly/39uQ0wE>

Our hiring process is in accordance with the [Mandatory Proof of COVID-19 Vaccination Administrative Policy](#)

As an inclusive employer, we are committed to providing a fully accessible recruitment process. Please contact us at any time during the recruitment process and let us know what accessible supports you may need.

If assistance is needed, please contact the Human Resources Division  
Phone: 519-661-4930 TTY: 519-661-4889  
Email: [mycareer@london.ca](mailto:mycareer@london.ca)

