

REPOST - Senior Purchasing Analyst - 931

Workflow Type

Job Title

REPOST - Senior Purchasing Analyst

Status

Temporary Full-Time

Temporary - Approximate length of assignment, in months

17

Type of Position

an Addition to Staff

Start Date

May 2, 2022

Close Date

May 16, 2022

Salary

Per hour

Salary Grade

\$44.63 - \$48.51

Department

York Region -> Finance -> Procurement Office

Location

Supplies & Services - 17250 Yonge Street - Newmarket, ON L3Y 6Z1 CA (Primary)
remote work opportunities may apply

Job Description (E)

POSITION PURPOSE

Reporting to the Supervisor, Procurement Operations is responsible for providing consultation to user Departments in the coordination and administration of the procurement bid process for goods and services, technology, and complex construction projects; reviewing technical specifications, drawings, and associated documents to ensure that they meet the Region's requirements; analyzing, developing and administering improved systems, methods and procedures in the Region's procurement and disposal processes; and assisting in the implementation and administration of computerized purchasing systems.

MAJOR RESPONSIBILITIES

- ♦ Reviews and analyzes current goods, services, and technology procurement activities for assigned client departments with a focus on complex multi-million dollar construction projects; maintains tracking and records on procurement activities for client departments.
- ♦ Conducts analysis of client department needs and coordinates procurement processes to ensure timely delivery according to the needs of client departments.
- ♦ Conducts cost/benefit analysis on products to ensure that products secured provide an effective and viable solution for the Region.
- ♦ Sources and purchases goods and services ensuring quality products and price competitiveness in accordance with the Purchasing By-law and Regional policies and procedures.
- ♦ Coordinates all phases of the procurement bid process for goods, services, technology, and complex construction projects; reviews technical specifications, engineering, mechanical, electrical, technical drawings, etc.

- ♦ Negotiates with vendors and customers to assess acquisitions and market conditions. Reviews and consolidates terms and conditions with vendors.
- ♦ Creates make/lease/buy studies on specific unique or first-time items, substitution of items, cost analysis and sole sourcing for Departments; analyzes results and makes recommendations accordingly.
- ♦ Participates in the development of educational workshops for user departments; provides informal education for clients on centralized purchasing and procurement processes as needed.
- ♦ Liaises with Regional staff, Finance, Legal and client departments to support their procurement needs; provides guidance on method of procurement and required procedures.
- ♦ Develops and maintains relationships with vendors, contractors, developers, consultants, municipal partners, Provincial/Federal Government and non-government agencies to support a smooth functioning procurement process.
- ♦ Performs other related duties in accordance to job responsibilities and/or branch and departmental objectives.

QUALIFICATIONS

- ♦ Successful completion of a Community College diploma in Business Administration or related discipline or approved equivalent combination of education and experience.
- ♦ Minimum three (3) years related purchasing experience, including experience developing and coordinating the formation, review and evaluation of RFP's for professional and contracted services.
- ♦ Universal Public Procurement Certification Council (UPPCC) designation(s) - Certified Professional Public Buyer (CPPB) or Certified Public Procurement Officer (CPPO) and/or Supply Chain Management Association of Ontario (SCMAO) / Supply Chain Canada (SCC) designation(s) - Certified Supply Chain Management Professional (CSCMP) / Supply Chain Management Professional (SCMP) or approved equivalent professional purchasing or procurement specific designation.
- ♦ Demonstrated experience in coordinating all aspects of tender processes, analysis of bid documents and recommendations for complex projects.
- ♦ Valid Ontario Class "G" driver's license free of serious offences under the Highway Traffic Act and reliable vehicle to use on corporate business.
- ♦ Knowledge and demonstrated ability in corporate core competencies including customer focus, communication, collaboration and personal ownership.
- ♦ Knowledge of the principles and practices of purchasing inventory and construction contracts with emphasis on the development of purchasing programs, standards and regulations.
- ♦ Knowledge of municipal policies, purchasing legislation and by-laws.
- ♦ Demonstrated negotiation and consulting skills to ensure quality goods and services are procured in accordance with all requirements.

Council Approval Date

Scheduled Weekly Hours

35

Scheduled Shifts

0830-1630

Operational Hours

of Hires Needed

1

Please apply online <https://york.hua.hrsmart.com/hr/ats/Posting/view/931> by 4:30PM EST of the closing date indicated above. We thank all candidates for their interest; however, only those selected for an interview will be contacted via email.

All York Region Employees are required to be fully vaccinated with a COVID-19 vaccine series, approved by Health Canada or the World Health Organization, as a condition of hire. Should you be the successful

candidate, you will be required to comply with the Region's mandatory Vaccination Policy that is in effect.

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 Code-protected accommodation.