



Purchasing Officer

Salary: \$55,656 to \$66,448 (35-hour work week)
Plus, a comprehensive benefit package and OMERS pension plan

Reporting to the Procurement, Contracting & Risk Management Coordinator, this position will be responsible to assist in the coordination and standardization of the purchasing processes of the City of Brockville and will also support similar activities in partnership with other municipalities within Leeds & Grenville.

Essential (Minimum) Qualifications:

- Post-secondary diploma in purchasing, supply chain management, business administration, materials management or related discipline.
- Two (2) years' experience in a Purchasing/Procurement environment preferably in a municipal environment.
- Advanced experience in purchase order creation, monitoring and expediting orders, resolution of shipment or other errors with suppliers.
- Experience with formal competitive procurement processes (Tender, RFP).
- Ability to interpret procurement/purchasing by-laws, vendor contracts and relevant legislation governing the procurement of goods and services in Ontario.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management.
- Understanding and appreciative of ethical issues related to public procurement.
- Ability to prepare accurate and detailed records and reports.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Excellent communication skills, both written and verbal and ability to communicate information to a diverse audience base, combined with proven skills in negotiation.
- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.

The personal information submitted is collected under the authority of The Municipal Act and is protected under the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only. The municipality is an equal opportunity employer following the rules and regulations set out by the Human Rights Code and the Integrated Accessibility Standard Regulation. For applicants with a disability, accommodations are available upon request in the recruitment process should you be selected to participate.

Interested and qualified applicants must submit a cover letter and resume marked "Purchasing Officer" to the following on/before Monday, February 1, 2021 at 4:00 p.m. to the following:

Human Resources Department
City of Brockville
P.O. Box 5000
1 King Street West
Brockville, Ontario K6V 7A5

email: hr@brockville.com

The City of Brockville wishes to thank all applicants and advises that only those chosen for interviews will be contacted.



CITY OF BROCKVILLE

JOB DESCRIPTION

POSITION:	Purchasing Officer
DEPARTMENT:	Finance & IT Services
REPORTS TO:	Procurement, Contracting & Risk Management Coordinator

PURPOSE AND SCOPE:

The Purchasing Officer is responsible to assist in the coordination and standardization of the purchasing processes of the City of Brockville.

This position will also support similar activities in partnership with other municipalities within Leeds & Grenville.

DUTIES AND RESPONSIBILITIES:

- Assist with the co-ordination and facilitation of the procurement process in accordance with applicable regulations, legislation, industry best practices and the City's procurement policy.
- Assist with the co-ordination of centralized purchasing function for all City departments to realize overall efficiencies and improve controls over purchasing.
- Ensure procurement requests have been properly approved/authorized in compliance with procurement policies and procedures.
- Responsible for the issuance of Purchase Orders within limits of authority.
- Monitor Contract Administration and Contractor Performance, in coordination with key system users of all departments.
- Provide assistance with inventory management for various City departments.
- Develop, implement and maintain stock control systems and procedures utilizing a computerized information system to control and provide information regarding inventory content and levels.
- Perform inventory cycle counts, spot counts and month end reconciliation process; research any variances and authorize appropriate inventory adjustments.
- Control inventory content and levels by reviewing and analyzing stock/non-stock usage reports and stock status reports; confers with user departments regarding inventory requirements.
- Conduct records audit of inventory, adjustments and other metrics and prepare monthly/ quarterly/ annual reports of findings.
- Prepare tender advertisements and ensure timelines are met for print publication and web-based advertising.
- Maintain and operate an online/web-based bidding or procurement system.
- Assists with coordinating group-purchasing opportunities for the City and community partners.
- Assists with the procurement of supplies, products and services that are used across the organization. (ex. paper, office supplies).
- Assists with vendor performance tracking.

- Review/audit purchasing activities of departments to ensure compliance with purchasing procedures and policies.
- Assist in the research, evaluation, and recommendation of vendors, suppliers, products, marketplace pricing etc.
- Assist with special procurement assignments and projects as required.
- Update and maintain various statistical databases and websites relating to the Purchasing Department.
- Maintain a positive, ethical and professional relationship with vendors, contractors and the general public.
- Track contract/agreement expiries and assist with preparation of new tenders/RFPs/quotations as contracts expire and/or negotiates contract renewals or extensions.
- Schedule, attend and conduct meetings for coordinating purchasing, pre-bid meetings, bid openings, evaluations, vendor interviews and debriefing sessions as requested.
- Locate, develop and maintain reliable sources of supplies for various commodities.
- Collect and analyze data to provide forecasting and statistical information and financial impacts.

Insurance & Risk Management

- Assist the Procurement, Contracting & Risk Management Coordinator in handling of insurance & risk management functions including:
 - Intake and screening of incoming claims.
 - Liaise with the City's insurer, adjusters and legal counsel, staff and members of the public as required.
 - Ensure departments are following risk management practices of obtaining insurance and WSIB certificates prior to the performance of work and prior to payment of invoices.
- Protect own health and safety and the safety of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety.
- Follow all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

EDUCATION/SPECIALIZED TRAINING/SKILLS:

Essential (Minimum) Qualifications:

- Post-secondary diploma in purchasing, supply chain management, business administration, materials management or related discipline.
- Ability to interpret procurement/purchasing by-laws, vendor contracts and relevant legislation governing the procurement of goods and services in Ontario.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management.
- Understanding and appreciative of ethical issues related to public procurement.
- Ability to prepare accurate and detailed records and reports.
- Demonstrated critical thinking skills by systematically obtaining and assessing relevant information, utilizing reflective reasoning and taking action in decision making, with a realistic understanding of the issues and the impact of decision on the department/City.
- Excellent communication skills, both written and verbal and ability to communicate information to a diverse audience base, combined with proven skills in negotiation.
- Demonstrated professional work ethic and behaviours in interaction with internal and external contacts and the ability to express ideas clearly and concisely with ease and confidence while representing the department in a professional, consistent and positive manner.
- Collaborative and consultative in approach to purchasing and a commitment to customer/client service excellence including the ability to adapt to develop client relationships with all levels of the organization as well as outside service providers.

- Demonstrated strong organizational skills and the capacity to multi-task in a fast-paced environment, responding with flexibility to changing priorities.
- Demonstrated ability to manage multiple projects and timelines.
- Maintain a high level of respect for confidentiality for both the organization as a whole and clients as per the *Municipal Freedom of Information and Protection and Privacy Act (MFIPPA)* while exhibiting discretion and good judgment.
- Demonstrated ability to be a team player who can establish and maintain effective working relationships with fellow employees, vendors and the general public.

Asset (Preferred) Qualifications:

- Professional purchasing designation (CPPB, CPPO) or equivalent or enrolment in a program leading to a designation.
- Knowledge of Vadim ICity software.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Two (2) years' experience in a Purchasing/Procurement environment preferably in a municipal environment.
- Advanced experience in purchase order creation, monitoring and expediting orders, resolution of shipment or other errors with suppliers.
- Experience with formal competitive procurement processes (Tender, RFP).

SUPERVISION:

None.

WORK ENVIRONMENT:

- Typical office environment.
- Attendance at after hour meetings as required.

Note: The foregoing is intended to outline the general description of duties and responsibilities for this position. It is not intended nor should it be interpreted as a complete description. The City of Brockville reserves the right to amend this position description at any time.