



Procurement, Contracting & Risk Management Coordinator

Salary: \$73,601 to \$87,906

Plus, a comprehensive benefit package and OMERS pension plan

The Procurement, Contracting & Risk Management Coordinator is responsible for effectively managing procurement, insurance and leases/contracts within the organization. This position 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 or related discipline.
- Professional purchasing designation (CPPB, CPPO) or equivalent or enrolment in a program leading to a designation.
- Five (5) years' progressively responsible experience in a Purchasing/Procurement environment preferably in a municipal environment.
- Experience leading the execution of formal competitive procurement processes (Tender, RFP).
- Experience in negotiating vendor contracts to protect the City's financial interest.
- Thorough knowledge of various Acts and regulations governing the public purchasing function.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management. Knowledge of Vadim ICity software is an asset.
- 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 complex information to a diverse audience base, combined with proven skills in facilitation, negotiation and conflict resolution.
- 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 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.

A complete job description is available by clicking here: [Job Description](#)

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 "Procurement, Contracting & Risk Management Coordinator" to the following on/before Friday, June 26, 2020 at 4:00 p.m.:

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: Procurement, Contracting & Risk Management Coordinator

DEPARTMENT: Finance & IT Services

REPORTS TO: Director of Finance & IT Services

PURPOSE AND SCOPE:

The Procurement, Contracting & Risk Management Coordinator is responsible for effectively managing procurement, insurance and leases/contracts within the organization.

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

DUTIES AND RESPONSIBILITIES:

Procurement

- Provide oversight, coordination and manage the purchasing systems/processes for the City and community partners.
- Provide advice, oversight and guidance to City departments and community partners on procurement processes including the most appropriate method of soliciting bids.
- Develop strategic procurement programs including maintaining and updating the Procurement Policy and processes to ensure they comply with relevant regulations and reflect best practices.
- Facilitate and manage the competitive procurement process in an open and transparent manner including the preparation and administration of Requests for Quotation, Request for Proposals and Tenders in collaboration with departments and community partners, including attendance at site meetings, evaluation of bids and contract negotiation.
- Ensure procurement requests have been properly approved/authorized in compliance with procurement policies and procedures.
- Support the departments in managing and resolving contract disputes and performance issues (pricing, quality, timelines, discrepancies).
- Represent the City and participate in group buying initiatives and identify opportunities to leverage multiple agency spend (Provincial VOR, Eastern Ontario Buyers Group) to obtain best value.
- Coordinates group-purchasing opportunities for the City and community partners.
- Coordinate the pricing and procurement of supplies, products and services that are used across the organization. (ex. paper, office supplies).
- Mitigate risk through the use of bid and performance securities, knowledge of contract law and legal precedent, appropriate supplier insurance and WSIB coverage and ensure compliance with Health & Safety requirements.
- Responsible for the collecting, safekeeping of all bid deposits, letters of credit, bonds etc.
- Implement and maintain an electronic purchasing system and identify opportunities for process improvements and efficiencies.

- Coordinate 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 prepare new tenders/RFPs/quotations as contracts expire and/or negotiates contract renewals or extensions.
- Manage the disposal of assets in accordance with City policies and procedures.

Insurance & Risk Management

- Coordinate the City's insurance and risk management program, including the provision of advice and support as well as program development and creation/maintenance of standard operating procedures.
- Responsible for coordinating annual municipal insurance program renewal and review of existing policy coverage.
- Primary contact responding to all City insurance matters including incidents, claims and statements of claims.
- Initiate investigation of claims by reporting to appropriate parties, internally and externally in accordance with requirements of the City's insurance policies.
- Report all insurance claims in a timely manner, coordinate and ensure all relevant information and documents are collected for insurance adjustors and legal counsel and manage centralized claim files keeping records of progress.
- Establish contact and maintain appropriate contacts with all involved stakeholders throughout the life of the claim file.
- Liaise with the City's insurer, adjusters and legal counsel, staff and members of the public as required.
- Report to the Director on all aspects of Insurance and Legal Claims and makes suggestions on risk management practices, policies and protocols for the Corporation.
- Respond to public phone calls regarding insurance matters as appropriate (i.e. third-party claims).
- Train staff on the completion of incident forms and demonstrate best practices to minimize risk.
- Monitor and track insurance coverage of those supplying goods and services to the City. Report and follow up on expired certificates.
- Monitor, track, administer and facilitate City contracts and lease agreements in conjunction with applicable department staff.
- 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 or related discipline.
- Professional purchasing designation (CPPB, CPPO) or equivalent or enrolment in a program leading to a designation.
- Thorough knowledge of various Acts and regulations governing the public purchasing function.
- Advanced computer proficiency including thorough knowledge of Microsoft Office, sophisticated financial software, spreadsheets and database management. Knowledge of Vadim ICity software is an asset.
- 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 complex information to a diverse audience base, combined with proven skills in facilitation, negotiation and conflict resolution.
- 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.
- Ability to understand drawings and technical/mechanical knowledge of products and services being purchased or tendered and the ability to communicate this information in both oral and written format.
- 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:

- University degree in purchasing, supply chain management, business or related discipline.
- Chartered Insurance Professional (CIP).
- Canadian Risk Management (CRM) designation.

WORK EXPERIENCE:

Essential (Minimum) Qualifications:

- Five (5) years' progressively responsible experience in a Purchasing/Procurement environment preferably in a municipal environment.
- Experience leading the execution of formal competitive procurement processes (Tender, RFP).
- Experience in negotiating vendor contracts to protect the City's financial interest.

SUPERVISION:

This position is non-supervisory with advisory responsibilities providing functional guidance regularly to others at various levels of the organization related to procurement, contracting, insurance and risk management responsibilities.

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.