Position Title: Purchasing Officer

Department: Financial Services

Reports To: Director Financial Services & Treasurer

JOB DESCRIPTION

PURPOSE:

Reporting to the Director Financial Services & Treasurer the Purchasing Officer will manage and co-ordinate procurement for the Municipality in accordance with competitive bidding law, current regulations, the Municipality's Purchasing By-law and industry best practices. The Purchasing Officer will also maintain a positive public perception of the Town of Tecumseh by ensuring fairness, transparency and openness in public procurement opportunities. The Purchasing Officer will also be responsible for administering the corporate insurance policies and assisting in various aspects of municipal accounting.

KEY RESPONSIBILITIES:

Purchasing - Manage, guide, develop, implement and oversee purchasing activities for the Town

- On-going review and enhancement to the procurement policy and procedures to ensure compatibility with current legislation and best practices in procurement, tendering, and contracting;
- Ensure compliance with procurement policy and procedures, monitoring and overseeing Corporate procurement practices;
- Identify and implement opportunities for continuous improvement in procurement related-processes and practices to improve efficiency and enhance effectiveness;
- Provide support in developing policies, procedures, templates and strategies for departments to fulfill their purchasing obligations;
- Support and coordinate procurement activities across all departments, including the management of all contracts and agreements;
- Review all procurement documents for consistency, accountability, and transparency in procurement;
- Evaluate and recommend to departments the required legislative licensing, insurance coverage, bonding and certifications, and ensure they are contained and maintained throughout the contract;
- Manage bid and tender solicitation (including on the Town's website and/or other electronic advertising mechanisms);
- Assist in the evaluation and recommendation for award (ensure departmental recommendations are in accordance with policies and best practice);

- Request, receive and review documentation such as legal agreements, WSIB certificates, insurance certificates, bonds, etc. and determine acceptability;
- Prepare all paperwork for contract award and coordinate obtaining all necessary documentation identified in the tender document;
- Responsible for on-going contract administration including monitoring vendor performance and capability, resolution of disputes, breach of terms and conditions including non-performance; and
- Develop and maintain filing procedures for corporate purchasing documentation.

Insurance

- Manage insurance renewals;
- Administer corporate insurance policies;
- Develop corporate risk management program.

Accounting

- Review accounts payable invoices for proper coding;
- Review trade receivables to ensure timely collection and to implement collection procedures as required; and
- Other financial analysis as required.

INTERNAL WORKING CONDITIONS:

- Establishes and maintains working relations with others in the Financial Services Department, all employees, Directors, Managers, Chief Administrative Officer, Councillors and colleagues.

EXTERNAL WORKING CONDITIONS:

- Develop and maintain a contact network of counterparts in other municipalities, technical professionals, industry/trades representatives, suppliers and contractors;
- Maintains liaison with civic service units and Government agencies;
- Daily contact with general public, ratepayers, and business community.

KNOWLEDGE & SKILL:

Specific Skills

- Demonstrated initiative to independently plan, organize, and prioritize workload taking into consideration conflicting deadlines and multiple projects;
- Excellent interpersonal, time management, writing, organization, financial, project, management, analytical, research, presentation, problem solving, report writing, staff leadership and communication skills;
- Advanced understanding and appreciative of ethical issues related to public procurement;
- Demonstrated ability to think and interact effectively, strategically, tactfully and courteously with all levels of staff and contacts, in a customer service focused environment, build cooperative, collaborative working relationship with internal and external customers and external alliances/partnerships, to align departmental programs/services with corporate goals/objectives;
- Ability to project a professional image, manage confidential information and to exercise discretion and sound judgement regarding sensitive or confidential issues.

Qualifications

- Must have a recognized University degree or College diploma in Business Administration specializing in purchasing, accounting or a related field;
- Minimum of two (2) years demonstrated experience working in a Purchasing and/or Accounts Payable environment, preferably in a Municipal sector setting;
- Must have or willing to obtain Certified Professional Public Buyer (CPPB) Certification or Certified Public Purchasing Officer (CPPO) or Certification as a Certified Professional Purchaser (C.P.P);
- Knowledge of procurement best practices and processes, and familiarity with related legislation would be an asset;
- Must be proficient in the use of the Microsoft Suite of Products, including Word and Excel;
- Attention to detail and accuracy, and ability to multi-task and thrive in a fast-paced environment;
- Maintains knowledge of current customs excise and sale tax regulations;
- Knowledge of the *Occupational Health and Safety Act and Health and Safety* guidelines;
- Valid Ontario Class “G” driver’s license and reliable vehicle for use on corporate business;
- Possess Criminal Sector Check with results satisfactory to the Town.

SALARY:

- The Town offers an hourly salary of $32.88 per hour for this position in accordance with the Collective Agreement with CUPE Local 702.2;
- Comprehensive benefits package, also provided in accordance with the Collective Agreement;
- Subject to completion of a sixty (60) working day probation.

04/08/2016 3:06 PM