



POSITION TITLE: BUYER II

REFERENCE NO: 35111

DIVISION: CORPORATE SERVICES

DEPARTMENT: CORPORATE ASSET MANAGEMENT

APPROVAL DATES: BY: *N.B. Smith* DATE: March 9, 2007  
COMMISSIONER OF CORPORATE SERVICES

BY: *Robert Macpherson* DATE: MARCH 8/07  
GENERAL MANAGER OF HUMAN RESOURCES

**GENERAL DESCRIPTION:**

This is a junior level buyer position responsible for procurement functions in an assigned area of commodities/services or departments, including requisition review; soliciting and evaluating price quotations; preparation, circulation, review, evaluation and assistance in recommendations for tender and contract documents; order placements and follow up.

This position is also responsible for various administrative support duties in the Purchasing and Stores Department.

**ORGANIZATIONAL RELATIONSHIPS:**

- Reports to the Purchasing Supervisor.
- Internal relationships are maintained with all City departments and staff.
- External Contacts are normally with vendor representatives and consultants.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Reviews requisitions received from client departments for completeness and liaise to determine appropriate procurement strategy and priority.
- Develops Tender/RFP Packages and administers the tendering process in an effort to ensure maximum value for expenditures.
- Composes commercial documentation required to obtain the information necessary to perform a complete and consistent evaluation of submissions, based on nature of requirements.
- Performs commercial analysis and compliance evaluation of bids, reviews departmental technical evaluation and determines whether recommended award is consistent with City policy; composes and verifies award documentation and releases award.
- Meets with City departments and consultants and assists in the development of specifications for Tenders/RFPs.
- Compiles Contract Documents, ensures appropriate signatures are obtained and distributes copies.
- Develops tender documents as required for purchases that do not lend themselves to the use of Standard Contract Documents.
- Processes and updates Purchase Orders including data entry and filing of Purchase Orders.
- Maintains knowledge of the Vendor Community and of Commodity needs.
- In conjunction with the Purchasing Supervisor, facilitates and resolves disputes between the departments and the vendor community.
- Periodically assists in special projects as determined by the Purchasing Supervisor.
- Responsible for administrative duties as assigned by the Purchasing Supervisor.
- Other related duties as assigned.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS:**

- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny.
- Ability to determine procurement strategies appropriate to requirements.
- Strong interpersonal skills and the ability to communicate effectively verbally and in writing with senior management, client departments and vendors.
- Ability to establish and maintain effective level of services with departments and professional relations with vending community.
- Ability to make sound decisions based on good judgement, knowledge and experience.
- Ability to operate full keyboard with accuracy and speed.
- Demonstrate high standard of ethics, integrity and discretion.
- Good working knowledge of personal computers, word processing and spreadsheet software, and main frame computer applications, (JDE, MAPPER).
- Ability to use the Internet for research and communication.
- Good knowledge of tendering process, office procedures, organizational structure, City policies and procedures.
- A good knowledge of Purchasing and Materials management and the ability to understand technical concerns regarding products and services.
- Good knowledge of common law, tendering law and provincial statutes.
- Good knowledge of analytical tools and ability to apply analytical skills.
- Capable of performing assigned tasks without supervision, with general direction from the Purchasing Supervisor.
- Capable of performing more complex tasks under the guidance of a more senior Buyer or the Purchasing Supervisor.

### **NECESSARY TRAINING AND EXPERIENCE:**

- Advanced Grade 12 graduation and completed Level II of the Purchasing Management Association of Canada (PMAC) Professional Development Program.
- Supplementary training in word-processing and spreadsheet programs.
- Four years of buying experience, preferably in the public sector.
- An equivalent combination of management approved training and experience may be considered.

### **SALARY RANGE:**

- Out of Schedule Rate of Pay in accordance with Appendix II of the Collective Agreement for CUPE Local 46 (Inside and Outside Workers).

March 6, 2007