



JOB DESCRIPTION

CLASSIFICATION: BUYER III

JOB TITLE: BUYER III

REFERENCE NO: 35112

DIVISION: CORPORATE SERVICES

DEPARTMENT: FINANCE

APPROVAL DATES: BY:  **DATE:** June 10, 2022

MANAGING DIRECTOR – CORPORATE SERVICES

BY:  **DATE:** November 15, 2021

CHIEF HUMAN RESOURCES OFFICER

GENERAL DESCRIPTION:

This intermediate/senior level buyer/contract specialist position is responsible for procurement/contract work, including requisition review; sourcing, soliciting and evaluating price quotations; preparation, circulation, review, evaluation and assistance in recommendations for highly complex tenders and RFX; contracts for services documents including contract formation, execution, release, administration and follow up. This position identifies strategic areas of opportunity and makes recommendations regarding efficient business practices and work processes.

ORGANIZATIONAL RELATIONSHIPS:

- Reports to the Supervisor of Procurement.
- Internal relationships maintained with all City departments and staff.
- External relationships maintained with supplier and contractor representatives and consultants.

PRIMARY FUNCTIONS/ACCOUNTABILITIES:

- Leads special projects and process improvement initiatives as assigned.
- Develops Tender/RFX packages and administers the tendering process for high dollar/high risk items and services to ensure maximum value for expenditures.
- Reviews requisitions received from client departments for completeness and liaise to determine appropriate procurement strategy and priority.
- Composes commercial documentation required to obtain the information necessary to perform a complete and consistent evaluation of submissions, based on the 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 to provide advice on the development of specifications for Tenders/RFXs.
- Compiles contract documents, ensures appropriate signatures are obtained and distributes copies.
- Maintains knowledge of the vendor community and of commodity needs and makes recommendations for strategic improvements.
- Develops tender documents as required for purchases that do not lend themselves to the use of the Standard Contract Documents.
- Facilitates and resolves disputes between departments and the vendor community, in conjunction with the Manager Supply Chain and the Supervisor of Procurement.
- Provides input as required into contract documents developed by other Buyers.
- Processes and updates purchase orders including data entry.
- Provides coaching and guidance to more junior Buyers.
- Develops and maintains strong relationships with key stakeholders.

- Other related duties as assigned.

REQUIRED COMPETENCIES

- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny.
- Ability to determine procurement strategies appropriate for 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 vendor community.
- Proficiency working within and leveraging enterprise resource planning systems to achieve efficient and effective procurement business processes that balance legal requirements with operational needs.
- Ability to identify and quantify process improvements opportunities and develop and implement plans to incorporate including facilitating change management with stakeholders.
- Ability to make sound decisions based on good judgement, knowledge and experience.
- Demonstrate high standard of ethics, integrity and discretion.
- Ability to operate full keyboard with accuracy and speed.
- Skilled in the use of Microsoft and other software in a network environment and ability to adapt to the current integrated ERP system and new city wide or specific applications.
- Thorough knowledge of tendering process, office procedures, organizational structure, City policies and procedures.
- A strong understanding of purchasing and materials management and the ability to understand technical concerns regarding products and services.
- Thorough knowledge of common law, tendering law and provincial statutes.
- Thorough knowledge of analytical tools and ability to apply analytical skills.
- Knowledge, understanding and commitment to City's Corporate Safety standards, including Health, Safety and Environmental Management System.
- Capable of performing all procurement functions with limited supervision and general direction from the Supervisor of Procurement.

REQUIRED QUALIFICATIONS:

- Successful completion of the Supply Chain Management Association Designation (SCMP) or National Institute of Government Purchasing Certified Professional Public Buyer (CPPB) from a recognized institution including successful completion of Grade 12 or high school equivalency.
- Five (5) years of buying experience, preferably in the public sector.
- An equivalent combination of management approved training and experience may be considered.