



Job Search

Purchasing & Risk Coordinator

545 Talbot St, St Thomas, ON N5P 2T9, Canada Req #879

Date Posted: February 8, 2024



Internal / External

The Corporation of the City of St. Thomas –
Treasury Department has an opening for a:

PURCHASING & RISK COORDINATOR

(Permanent, Full-Time)

Job Posting #879-02-24

POSITION SYNOPSIS AND PURPOSE:

This non-union position, reporting to the Manager of Finance/Deputy Treasurer, co-ordinates the Purchasing, Insurance and Risk Management functions for the Corporation in accordance with City Policies, By-Laws and Provincial Statutes. This position ensures that all departments of the City remain in compliance with the Purchasing By-Law, other applicable policies and legislation. This position also administers the insurance coverage for the City's property and liability requirements as well as risk management initiatives to minimize exposure and safeguard the City's interests.

MAJOR RESPONSIBILITIES AND ACCOUNTABILITIES:

Purchasing (70%)

- Develops, recommends and following approval of the Manager of Finance/Deputy Treasurer, implements policies and procedures to ensure an efficient, centralized purchasing system for the Corporation and maintains a suitable system for handling emergency purchases based on ethical purchasing practices.
- Complies with applicable provincial and municipal legislation including the Municipal Freedom of Information and Protection of Privacy Act.
- Ensures the accumulation and maintenance of a data base consisting of contract and tender wordings, legal and financial security requirements, products, sources of supply, reliability of vendors, prices, tax exemptions, technical information and specifications for all tendered municipal supplies and services.
- Provides expert procurement advice and determines the method of procurement to be used for the purchase of goods and services on a competitive basis, at the lowest cost, consistent with the quality and service required in accordance with administrative policies and ensures that all City purchases adhere to the guidelines of the Purchasing By- Law.
- Prepares and issues requests for quotation / tenders / proposals / expressions of interest / prequalification and determines appropriate clauses to be included.
- Updates and maintains the City's electronic bid portal including facilitation of electronic tender opening, verification and recording of results and publishing of same.

- Accepts, approves and issues lottery license applications according to AGCO regulations and responds to all enquiries in a courteous and professional manner.
- Reviews, approves and issues business licenses according to the Business Licence By-law promoting a high standard of customer service and public relations at all times.
- Coordinates and maintains the issuance of Charitable Gaming Permits according to relevant legislation and ethical gaming practices.
- Assists Civic Departments on technical matters relative to the preparation of tender specifications.
- Coordinates, attends and facilitates pre-bid conferences, site meetings, evaluation reviews, proponent interviews and debriefing sessions throughout the procurement process applicable to each project for consistency, accountability and transparency.
- Summarizes, evaluates and recommends award of contracts to various departments for concurrence.
- Prepares recommendations to Council for award of contracts.
- Monitors files and contracts on an ongoing basis. Ensures that all legal documentation is secured such as Workplace Safety and Insurance Forms, Liability/Automobile/Professional Insurance policies are in effect. Secures Bid Deposits, Labour and Material and Performance Bonds and ensures compliance to each project. Renews all applicable documentation as required throughout the term of the contract/project.
- Reviews City departmental purchases in cooperation with Accounts Payable staff to verify that all purchases adhere to the guidelines of the Purchasing By-Law and investigates and reports to the Manager of Finance/Deputy Treasurer on any instances of non-compliance.
- Presents information and advice on purchasing matters to Consultants, Boards, Purchasing Cooperatives and City Departments.
- Arranges for and ensures the proper disposal of surplus equipment and assets.

Insurance & Risk Management (25%)

- Develops, implements, coordinates and administers the corporate insurance and risk management program.
- Develops policies and procedures and recommends same for adoption by City Council.
- Coordinates, negotiates and authorizes settlement claims, up to \$50,000.
- Approves payments to Lawyers and/or Adjusters.
- Coordinates the activities of the Division with other Departments and Boards by identifying and evaluating loss exposures facing the Corporation.
- Coordinates the collection of information in order to assist in the defense of the City during legal proceedings.
- Examines, selects and implements risk management techniques to eliminate, reduce or transfer risk.
- Provides direction to adjusters, brokers and insurers to ensure effective, efficient and economical delivery of insurance related services.
- Acts as advisor to the Special Events Committee to assess risk exposure and determine insurance requirements for events.
- Administers the function of the Corporate Risk Management Committee.
- Coordinates procurement of insurance requirements and related services.
- Arranges for annual renewals directly with the insurance company; investigates and recommends new coverage as required, prepares reports for Council recommending insurance policy renewals and proposed changes in coverage, limits and/or deductibles.
- Develops and maintains a schedule of insurable property and the replacement values of those properties.
- Facilitates processing of insurance incidents and claims.
- Reports change in status of insured assets to insurance company.
- Coordinates self-deductible claims process and negotiations.
- Liaise with "Client Department" involved to ensure flow of information and deadlines are met.
- Maintains confidentiality of records/agreements.

Other Administrative Duties (5%)

- Prepares reports relating to purchase and insurance/risk management for Council, committees, and other agencies.
- Authorizes invoices for payment with respect to corporate contracts.
- Participates, as required, in the preparation of the departmental operating budget for purchasing, insurance and risk management matters.
- Represents the Treasury department on Ad Hoc committees for purchasing, insurance and risk management advice.
- Reviews and confirms other departmental Council reports as they relate to purchasing issues.
- Performs other duties, responsibilities and functions as assigned.

Leadership and Development (Ongoing)

- Educates user departments with respect to the City's Purchasing By-law, procedures and applicable trade agreements.
- Motivates and engages others in strategic efforts through mentoring, coaching and leading colleagues.
- Keeps abreast of best practices and trends while continuously looking for process and procedure improvements such as automation, streamlining, removal of redundancy, etc.
- Provides direction and responds to complaints, adjustments, questions and recommendations from corporate officials, suppliers and members of the public.
- Maintains, acquires and actively applies new procurement related knowledge to ensure a comprehensive understanding and compliance to governmental regulations (ie. Construction Act, Municipal Act etc.). applicable trade agreements (Canada Free Trade Agreement (CFTA), Canadian European Trade Agreement (CETA), procurement case law and procurement trends.

MINIMUM QUALIFICATIONS:

Education (degree/diploma/certifications)

- Certified Professional Public Buyer Designation (CPPB) with a minimum two (2) year Diploma from a Community College - Business - Purchasing or CPPO or PMAC Designation
- Completion of the Municipal Law Program through AMCTO

Experience

- Five (5) years' experience in a computerized purchasing environment, Two (2) years' municipal insurance and risk management experience, and One (1) year in a municipal licensing environment

Knowledge/Skill/Ability

- Exceptional organization skills.
- Demonstrated ability to prioritize workload and meet deadlines.
- Excellent verbal and written communication skills.
- Proficient with Microsoft Office and related software.
- Working knowledge of the various trade agreements (CETA, CFTA etc.) and the Construction Lien Act.
- Strong knowledge and experience with law, sureties and contractual language related to creating and managing RFIs, RFPs, RFQs, RFTs, construction contracts (including CCDC) and road contracts (OPS) and general agreements.

Driver's Licence

- Must possess a valid Class "G" Ontario Driver's Licence and access to reliable transportation.

Other

- Satisfactory Police Record Check.

The normal workweek consists of 35 hours; Monday to Friday; 8:30 a.m. – 4:30 p.m. with a one-hour unpaid lunch.

WHAT WE OFFER:

- Salary Range: \$84,749 - \$103,013 per annum (Band 10)
- Comprehensive Benefits
- OMERS Pension Plan
- Paid Vacation and Holidays
- Employee Family Assistance Program (EFAP)
- Tuition Reimbursement Program (continuous learning)

Applications must be received no later than Monday February 26, 2024 at 11:59 p.m.

HOW TO APPLY:

Go to www.stthomas.ca – Employment, Employment Opportunities.

Go to Posting Title.

Click the 'Apply Now' button. You will need to create a Login.

Please **IMPORT** and **UPLOAD** your **COVER LETTER AND RESUME** individually (i.e. pdf, word).

ENSURE YOU HAVE ATTACHED ALL YOUR DOCUMENTS PRIOR TO SUBMITTING YOUR APPLICATION.

Note: You will be required to answer Qualification questions during the application process.

When your application has been received through Dayforce, you will receive an email from notify@dayforce.com stating "Congratulations, your application has been successfully submitted."

All prospective employees, volunteers and students will be required to provide an acceptable "Criminal Record Search" as a condition of employment and prior to commencing employment.

Although we appreciate all applications received, only those selected for an interview will be contacted.

Personal information for this position is collected under the authority of the Municipal Act, R.S.O. 2001, as amended.

The City of St. Thomas is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If you require accommodation to apply or if selected to participate in an assessment process, you must provide your accommodation needs in advance. Questions may be directed to the Human Resources Department at 519-631-1680 ext. 4146.

Other details

Pay Type **Hourly**

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