



Purchasing Agent

Permanent Full-Time

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Posted: Friday, April 26, 2024

Job Number: PC-24-30

Job Type: Permanent Full-time, Union

Position Closing Date: Wednesday, May 15, 2024 at 11:59pm

Choose Barrie

The City of Barrie is a vibrant, progressive, and growing community with deep connections to our heritage, to nature and to the opportunities surrounding us.

Our community values quality of life; the ability to play year-round with 300 hectares of park space, our beautiful waterfront, our lively downtown core and the nearby hills, wetlands, and forests. We also value connections; to our neighbours and the community, to our road and rail network, and to the opportunity Barrie provides to enjoy life.

Everything Barrie has to offer, from the water we drink to the roads we travel on, has one thing in common - municipal workers. Joining a municipality is one of the most rewarding, engaging, and exciting careers you could choose. It is a career you can take pride in knowing that every day you make a positive impact on an entire community. We are one team, with one goal and we all work together to continue making our community great.

The Opportunity

The Finance Department provides financial leadership, advice and support to the Corporation and assists with the delivery of Council's Strategic plan through its four essential services: accounting services, corporate finance, procurement and revenue management. The department's main deliverables include the audited financial statements, coordinating the annual business plan and budget, treasury and debt management, procurement administration and support, property tax revenue management, and water and wastewater revenue management.

Reporting to the Supervisor of Purchasing, the Purchasing Agent applies best practices in assessing, recommending and undertaking procurement processes that meet client needs, while also ensuring processes are compliant with the Procurement By-Law, policies and procedures, and applicable regulations, legislation, and trade agreements. In addition to routine procurement processes, the Purchasing Agent also develops and executes complex and/or flexible (non-binding) procurement processes that may be unique and non-routine requiring significant critical thinking, judgment, and collaboration skills. The Purchasing Agent independently supports a client portfolio providing professional expertise and guidance including strategic procurement planning, risk assessment, procurement framework selection, preparation of bid documents (including review of specifications and agreement), management of bid process in a fully electronic bidding environment, negotiation and contract formation. The Purchasing Agent provides advisory support for operational activities related to the Procurement By-law, policies, procedures and protocols, including contract issues and conflict resolution.

Our Culture and Qualifications of the Job

Corporate Culture

- Your workplace values align with our corporate values of ***Strive, Share and Care*** and you want to join us in providing exceptional services and programs to build a prosperous, growing and sustainable community

Education (degree/diploma/certifications)

- Three (3) year University Degree in Business related discipline
- Completion of one of the following Purchasing and/or Supply Chain Management Designations:
 - Certified Professional Buyer (CPPB)
 - Certified Public Procurement Officer (CPPO)
 - NIGP-Certified Procurement Professional (NIGP-CPP)
 - Supply Chain Management Professional (SCMP)

Don't meet the credentials as outlined but have years of directly related experience? Please see the City's **Education Equivalency Procedure** to determine if you may qualify for equivalency. Further information is available at www.barrie.ca/JobOpps.

- Position Equivalency Code: E

Experience

- Five (5) years of experience performing duties related to the Purchasing Agent major responsibilities
- Demonstrated experience of a minimum of two (2) years in government sector purchasing, independently leading bid processes with a combination of time spent in the field obtaining a designation, plus demonstrated applicable experience after accreditation

Knowledge/Skill/Ability

- Working knowledge of the following legislation, regulations, or requirements: Intellectual Property, Trademark and Patent, Occupational Health & Safety Act as they relate to the procurement process
- Thorough knowledge of the following legislation, regulations, or requirements: Corporate Procurement By-Law, Procurement Procedure Manual, Trade Agreements (CFTA, CETA, etc.), Construction Act, Accessibility of Ontarians with Disabilities Act (AODA), OPS Procurement Directive, contract and commercial law, and other provincial and federal legislation related to procurement
- Working knowledge of the following principles and standards: Council Priorities, Financial Policy, City Policies and Procedures
- Thorough knowledge of the following principles and standards: Principles and practices relative to the professional public buyer standards, construction contracts (OPSS, CCDC, OAA) and construction project delivery methodologies, various contract templates (services, goods, consulting, construction)
- Demonstrated Ability to:
 - navigate the competitive bidding process in the public sector including application of by-law, policies and procedures; relevant legislation and regulations; and trade agreements
 - lead and negotiate routine and complex procurement processes using a variety of frameworks (RFP, RFQ, RFI, etc.) including binding and non-binding formats in a fully electronic bidding environment
 - review and analyze scope and specifications to identify any risks including legal and contractual
 - perform risk analysis and develop mitigation options, and application thereof, including bid security, bonds, WSIB and insurance
 - understand complex legal issues relating to contracting and competitive bidding and how to mitigate those risks
 - write, read and comprehend complex documents with critical attention to detail to ensure a professional and polished document

- effectively and efficiently manage competing priorities and multiple clients, without sacrificing quality and accuracy
- interact effectively and courteously with all levels of staff, the general public and vendor community and build cooperative/collaborative working relationships and internal and external alliances in a political and client services environment
- maintain accreditation through continuous learning and development, and to keep current with emerging trends and innovation
- champion corporate programs/initiatives, mission and values of the City
- Intermediate skills include: Consultation; Facilitation; Mediation; Presentation; Professionalism; Public Relations; Research; Teamwork
- Advanced skills include: Active Listening; Analytical; Attention to Detail; Collaboration; Customer Service; Decision Making; Initiative; Interpersonal; Judgment; Multitasking; Negotiation; Organizational; Prioritization; Problem Solving; Reading Comprehension; Time Management; Verbal Communication; Written Communication
- Intermediate computer literacy using the following systems and software: Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access), Bids & Tenders, Adobe Professional, ERP System (SAP), web portals, Ecommerce
- Availability to accommodate deadlines or peak period workloads that may extend beyond designated normal workday hours or normal hours per week

Conditions of Employment

- Valid Ontario Class "G" Driver's Licence in good standing with a reliable vehicle for use on corporate business
- Satisfactory Criminal Record Check*

Please note this is a requirement for any new employees to the City of Barrie in accordance with the **Police Record Check Procedure. Existing employees will be grandfathered from this requirement.*

Other Important Information

Location: 56 Mulcaster Street, Barrie, Ontario*

*Please note that the City has a **Hybrid Work Program Policy** in place that may allow a hybrid work arrangement for employees who meet eligibility requirements.

Hours: The normal hours of work are 35 hours per week in accordance with the Collective Agreement.

Wage: This position is within the CUPE Local 2380 Bargaining Unit with the following pay level and 2024 pay range:

- *Pay Level:* Level 10
- *Yearly Salary:* \$82,555.20 to \$98,953.40
- *Hourly Pay Rate:* \$45.36 to \$54.37

Benefits: This position includes a comprehensive union benefit plan, including but not limited to extended health and dental coverage, life and accident insurance, paid vacation and sick days, short/long term disability plans, OMERS pension plan, discounted rate for City Fitness Memberships and much more.

The City of Barrie is an equal opportunity employer, dedicated to creating a workplace culture of inclusiveness and welcomes applications from qualified individuals of diverse backgrounds. We are committed to providing barrier-free and accessible employment practices and we will accommodate the needs of applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. If contacted for an employment opportunity, please advise if you require Code-protected accommodation and we will work with you to meet your needs.

Disclaimer: The job posting has been designed to indicate the general nature and essential duties and responsibilities of work performed by employees within this position title. It may not contain a comprehensive

inventory of all duties and responsibilities required of employees to do this position. For full position details, please request a copy of the Job Description by emailing [**HR.Recruitment@barrie.ca**](mailto:HR.Recruitment@barrie.ca).

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