

PROCUREMENT SPECIALIST III

Position ID: J0724-0136

Job Type: Full Time

Department: Procurement Services

Number Of Positions: 1

Min Salary: \$85,598.00/Year

Max Salary: \$106,997.00/Year

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

This position will be of interest to experienced public procurement professionals seeking to join a dynamic work group. Our Specialists are engaged professionals committed to bringing value to the citizens of Airdrie with their Procurement prowess and their adeptness at applying a creative and robust contracting process.

Utilizing both a highly structured series of contracting templates, as well as their own innovative technique, the Procurement Specialist (Level III) is responsible for complex and high-risk procurements, including the legal aspects of competitive bidding and related contract processes for all departments within the City. This position will operate in compliance with the City's Procurement Policy and Procedures and the various applicable domestic and international trade agreements (NWPTA, CFTA, CETA). This position operates at a senior level, working independently and with support when required to deal with complex matters.

Responsibilities include:

- Responsible for competitions associated with higher risk, providing expertise in the development of Tender/ RFP packages, prequalification processes, multiple stage competitions, evaluation criteria, bid lists, etc. for various departments within the City
- Negotiating and transitioning those competitions' successful proponent submissions to into formal, executed Agreements.
- Provide expertise in common law, contract law, competitive bidding law, Municipal Government Act, various trade agreements and provincial statutes
- Evaluate and provide recommendations to departments in regard to the required legislated licensing, insurance coverage, bonding and certifications and ensuring they are contained within the contracts
- Develop boilerplates/standard terms and conditions for contracts and make necessary changes to boilerplates when circumstances of the procurement require the change
- Review competitive bidding/purchase contracts periodically and amend or extend contracts as required, to ensure risk to the City is mitigated and/or avoided
- Consult with City staff on required competitive bidding/purchase requirements, contractual obligations and legal issues
- Assist departments to handle non-performance or poor performance of contracts, potential breach of contract and remedies
- Research best practices in procurement, tendering process and contracting

- Liaise with leadership and external counsel with regard to contractual obligations or potential litigation
- Ensure compliance with procurement policy and procedures and monitor and oversee corporate procurement practices. Initiate changes to policies and procedures to ensure compatibility with current legislation

You Bring:

- Bachelor's Degree in a business, commerce, supply chain management or a related field
- Professional Designation such as CPPO and CPPB and/or Supply Chain Management Professional (SCMP)
- Five (5) years or more of experience in MASH sector or other public sector procurement performing tendering, procurement, contracting and risk duties
- Strong knowledge and understanding of current procurement methodologies, competitive bidding laws, legislation impacting public procurement, contract law, common law and provincial statutes
- Prior work experience applying knowledge of the principles, practices and procedures of procurement, including the Acts and Regulations governing the public purchasing function
- Excellent verbal and written communication skills
- Experience and ability to navigate complex and/or challenging vendor and stakeholder relations
- Strong organizational, analytical, negotiation and facilitation skills
- Strong critical thinking and decision-making skills
- Proficient in MS Office Suite with strong knowledge of Word, Excel, OneNote, experience with SharePoint and with an aptitude to quickly learn new software and platforms
- Previous experience with a financial system would be an asset
- Ability to work in an environment requiring a high standard of ethics, integrity and discretion
- Ability to exercise a significant amount of professional judgment and independence when performing duties
- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny
- Ability to establish effective, positive and collaborative working relationships
- Ability to be a positive influence in a team setting and ability to mentor and support staff
- Ability to work within a high-volume, fast paced working environment and to think and react quickly and effectively to problems that may arise
- Ability to plan, organize and schedule work to successfully meet deadlines
- Ability to work on several projects or issues simultaneously

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Flexible hybrid regular work week consisting of 3 days on site, 2 days remote per week
- Career development and tuition reimbursement
- Employee discounts, annual adult Genesis Place pass, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that

Additional Information:

This permanent full time position consists of 37.5 hours per week and includes a comprehensive benefit and pension package.

Next Steps:

Candidates are invited to apply online at www.airdrie.ca

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.