

JOIN OUR TEAM

Procurement Officer

Working for City of Thorold

By joining the City of Thorold team, you will be choosing to become part of the fastest growing municipality in the beautiful Niagara region. Working with us means a great pension, extensive benefits package and a supportive and collaborative team environment. We invest in our people and prioritize creating opportunities for our employees to learn and grow in their roles.

Primary Function

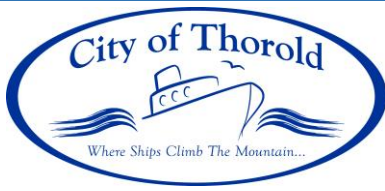
The Procurement Officer is responsible for the full procurement process including: the supply and delivery of goods and services, the development of specifications and purchasing documents, vendor and contract management, supporting internal procurement and departmental operations. This Procurement Officer liaises with all City departments, as well as various bodies to determine operational and functional requirements, process improvement opportunities and best procurement processes and methods.

Duties and Responsibilities

- Support the development, implementation, and coordination of all procurement activities
- Leads and advises procurement for multi-disciplinary departments across the corporation
- Manage and coordinate the competitive bidding and contract processes for the various procurement methods including the development, writing, issuance and facilitation of the evaluation, awarding and execution of agreements
- Coordinates vendor relationships, including but not limited to quality, performance and contract negotiations
- Establishes, implements and evaluates process, administrative policies and practices for the functional area
- Ensure alignment with the policies established by Council and with the administrative direction set by the Director
- Regularly review, and update the Procurement Policy as required
- Monitors compliance of the organization to procurement policies, processes and legislative compliance
- Prepares reports on procurement activity, and attends Council meetings as required
- Identify opportunities to access existing procurement arrangements through shared services and/or other levels of government
- Other related duties as assigned

Education/Experience

- Degree in Business Administration, Materials Management, Purchasing and Supply Management or other related field
- Certified Professional Public Buyer (CPPB) or Certified Professional Public Officer (CPPO) designation
- Minimum five (5) years of progressive public procurement experience required including designing, development and implementing best practices, sourcing and leading complex procurement projects.
- Local government experience is preferred
- Advanced knowledge of contract law, laws of competitive bidding, bonding, insurance, trade agreements, and government legislation and/or regulations relating to public purchasing functions.
- Advanced knowledge of procurement standards and ethics of the Ontario Public Buyers Association (OPBA), National Institute of Governmental Purchasing (NIGP), and Supply Chain Canada
- Advanced knowledge in any legislative requirements as it applies to Municipal Government including tendering law, Municipal Act, risk management and health and safety, Municipal Freedom of Information and Protection of Privacy Act, as they relate to municipal procurement
- Advanced computer skills in MS Office software including Word, Excel and PowerPoint
- Knowledge and understanding of all City policies, procedures and bylaws as they relate to responsibilities
- Excellent customer service, interpersonal and communication skills
- Proven analytical, organizational, project and time management, multi-tasking, problem solving, change management, negotiation, budget management and report writing skills
- Demonstrated initiative and strong attention to detail with high level of accuracy
- Ability to work independently with minimal supervision and equally effective in a team environment



Conditions of Employment

This position is required to work under the direction of the Director of Finance. This position is required to work in a standard office environment, with regular contact with departments throughout the City at various levels. Workload involves mental and visual concentration with frequent interruptions.

The above statement reflects the principal functions and duties as required for proper evaluation of the job. Other related duties can only be considered part of the job if they directly relate to the primary function contained herein. A detailed job description can be found at www.thorold.ca/jobs

Location:	Thorold City Hall
Rate of pay:	\$78,427.00 - \$90,790.00 annually
Position Type:	Full time, permanent position
Hours of Work:	Monday to Friday, 8:30 am – 4:30pm (35 hours per week)

Interested candidates are invited to submit their detailed resume and cover letter to the Human Resources department, via hr@thorold.ca no later than **Sunday September 15, 2024**. Please indicate the position you are applying to in the email subject line. Only those applicants selected for an interview will be contacted.

In accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code, the City accommodates the individual needs of all applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform staff of the nature of any accommodation(s) that you may require.

Information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes.