



FULL-TIME MANAGER OF PURCHASING & FLEET COMPETITION NO.: FIN-2025-02



Posting Date:	February 12, 2025	Closing Date:	February 28, 2025
Department:	Financial Services	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions		
Salary Level 110	\$119,756 - \$149,695 (2025)	Union:	Non-Union

Position Summary

Reporting to the Director of Finance/Treasurer, the Manager of Purchasing & Fleet oversees the business management of the corporate fleet and provides recommendations in defining a strategic direction of the Fleet services group. This position also manages the purchasing activities of the City, its outside agencies and commissions.

Duties

- Manages the assets and disposal activities of the City, outside agencies, boards and commissions;
- Provides guidance and advice to all Departments/Divisions on purchasing policies and procedures and ensure compliance with public procurement requirements;
- Develops, reviews, issues and evaluates bid document specifications and requests (quotations, tenders, requests for proposals, expressions of interest and addendums);
- Issues purchase orders with authorized dollars limits or set approvals;
- Schedules and conducts vendor interviews/debriefing sessions as required;
- Prepares and presents written or verbal reports, policies/procedures and recommendations;
- Oversees the business management of the Corporate Fleet and assists/provides recommendations in defining a strategic direction including budgeting, life cycle costing, long-term business plan implementation;
- Researches and/or implements current industry best practices;
- Other duties as assigned

Qualifications

- Post-secondary education or university degree in Commerce, Finance, Public Administration, or Business, or a related discipline;
- Purchasing certificate or CPPB/COPP designation required;
- Minimum five years relevant experience, preferably in a municipal setting;
- Strong leadership skills with the ability to manage and mentor;
- Knowledge and understanding of procurement laws and regulations;
- Excellent communication skills, both verbal and written, including the ability to write reports and provide presentations to various audiences;
- Strong analytical skills;
- Proficiency in all Microsoft Office and financial management applications;
- Current and clear Criminal Record Check required.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **February 28, 2025**.

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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www.movetotimmins.ca
(705) 264-1331