



**The Corporation of the City of Brantford
Corporate Facilities & Procurement Department**

requires

Manager of Purchasing

Job ID# 2300

Situated on the picturesque Grand River, the City of Brantford is a rapidly growing community of over 100,000 residents, located in the heart of Southern Ontario with direct access to Hwy. 403 and is in close proximity to the GTHA, Waterloo and Niagara regions. As a single-tier municipality, Brantford is responsible for the full spectrum of municipal service areas. We invite you to join our #TeamBrantford corporate culture with many progressive initiatives, including our hybrid work environment. The City is committed to the professional development of our staff and invite you to come, grow with us!

Reporting to the Director of Facilities and Procurement, the Manager of Purchasing provides strategic leadership and effective management of the City's procurement functions. This role involves overseeing a team of eight staff members, managing daily purchasing activities, and ensuring compliance with City policies and procedures. The Manager will work closely with all City Departments to support their procurement processes and will be responsible for preparing and monitoring the purchasing administration budgets. Duties include but are not limited to:

- Lead and manage the Purchasing Division's daily operations, ensuring adherence to City policies and procedures.
- Provide strategic leadership for municipal procurement and disposal of goods, services, and construction.
- Establish and oversee corporate procurement policies, and manage complex procurements for operating and capital budgets, totaling over \$100M annually.
- Collaborate with City Departments to provide advice on the preparation, calling, receiving, and awarding of bids.
- Prepare and monitor the purchasing administration budget; prepare council reports as required.
- Enhance procurement policies and processes and apply best practices in government procurement and supply chain management.
- Train City staff and ensure continuous improvement in procurement practices.
- Manage vendor performance, including managing vendor compliance with contract terms and performance standards.
- Resolve disputes with vendors and ensure effective communication and problem-solving to maintain positive vendor relationships.
- Respond to inquiries from Members of Council regarding procurement practices and recent undertakings.
- Other Duties as assigned.

QUALIFICATIONS

- Bachelor of Business Administration in Purchasing & Supply Management or a similar degree in business such as Commerce, Communications, or Economics.
- A current CPPO/CPFB or CPP professional designation.
- 5 years of management or supervisory experience in a similar role.
- Strong understanding of computer applications such as JDEdwards, Microsoft Office (Excel, Word, PowerPoint), Adobe Acrobat Pro, Bids & Tenders.
- Thorough knowledge of statutes, regulations, and by-laws impacting public procurement.
- Additional comprehension of public administration, personnel management, and public relations.
- Necessary soft skills include leadership, team-oriented, organizational, decision-making, communication, and problem-solving.
- Team-oriented with effective leadership skills.
- Ability to manage and motivate a team.
- Strong understanding of government procurement and supply chain management best practices.
- Ability to revise policies and procedures as needed to ensure compliance and efficiency.
- Expertise in vendor performance management and dispute resolution.
- IMS 200 Certification or equivalent (ICS200) is considered an asset. Subject to course availability, certification must be achieved within the first year of employment.

WAGE/SALARY RANGE: \$57.86 to \$72.34 per hour (based on a 35 hour work week) plus benefits.

To apply on-line, please visit the City of Brantford website at <https://brantford.ca/careers> and click on **Current Opportunities**.

Closing date for applications: **Thursday, March 27, 2025, at 4:30 p.m.**

Information gathered relative to this position will only be used for candidate selection.

We thank each applicant for taking the time and effort to submit your resume, however, only candidates to be interviewed will be contacted.

Our organization is committed to promoting the independence, dignity, integration, and equality of opportunity of persons with disabilities by ensuring the accessibility of our facilities and services. Accommodations are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance.