



**The Corporation of the City of Brantford
Corp. Facilities & Procurement**

requires

**Coordinator of Purchasing Operating Projects
Job ID# 2354**

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 Purchasing Manager, the Coordinator of Purchasing - Operating Projects is team-oriented and skilled in providing effective leadership and guidance to a unionized staff of three (3) through the daily activities of the City's purchasing functions. The Coordinator will be responsible for the administration of all operating projects within the Purchasing Division through an end-to-end e-procurement solution, including the preparation of complex procurement solicitations, analyzing and evaluating bid submissions, contract preparation, negotiation and execution, and managing supplier performance through the City's Vendor Performance Program. Duties include, but are not limited to:

- Provide support, advice and guidance to all departments on purchasing policies and procedures to ensure compliance with the public procurement requirements
- Lead and supervise Purchasing staff, providing guidance and support throughout the procurement cycle.
- Be well versed in the ethics and procedures of the purchasing functions with a specific focus on operating projects.
- Review and conduct audits on purchasing activities to ensure compliance with purchasing policies and procedures.
- Review statements of work or specifications to ensure they are open, fair and unbiased.
- Assist with the development and facilitation of training and programs for corporate purchasing function to staff and suppliers.
- Establish work priorities and schedules to ensure timelines are met.
- Provide input into continuous improvements to the purchasing function.
- Maintain and evaluate annual contract arrangements to optimize value and enhance the efficient delivery of goods and services.

Skills & Abilities

- Solid knowledge of the principles, practices and procedures of public procurement and contract administration.
- A demonstrated ability to manage conflicts internally and with suppliers.
- Highly self-motivated with an ability to work both independently, and in a team environment.
- Sound research, analytical, problem-solving and negotiating skills.
- Proven multi-tasking skills with an ability to handle multiple projects and rapidly changing priorities while maintaining effective working relationships with all City staff.

- Expertise in innovative sourcing / procurement principles and best practices.
- Experience with the public sector procurement legislative framework and policies.
- Advanced verbal and written communication, presentation, and facilitation skills.

QUALIFICATIONS

- Post-secondary degree/diploma in business administration or purchasing/supply chain management.
- Three (3) years direct purchasing experience and proven leadership experience ideally gained in a municipal setting.
- Completion of a professional Purchasing Designation, either Certified Professional Public Buyer (CPPB) and/or National Institute of Governmental Purchasing Certified Procurement Professional (NIGP-CPP) and/or Certified Supply Chain Management Professional (CSCMP) is required.
- Applicants will have a thorough working knowledge of business software applications including MS Office applications (Word, Excel, Teams, Outlook, PowerPoint, etc.). Previous work experience in bids&tenders® software and JD Edwards financial system would also be considered an asset.
- A valid class G Driver s License in good standing with access to a personal reliable vehicle to use on corporate business is required.
- Applicants may be required to undergo skills assessment testing.
- 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: \$46.44 to \$58.05 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, June 5, 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.