

Clarington

We're looking for a Manager of Procurement (Temporary up to 12 months) to join Clarington's Finance & Technology team!

Why Clarington?

Clarington is a community full of possibilities.

As one of the fastest-growing municipalities in Durham Region, Clarington is home to over 107,000 residents across four urban centres and 14 hamlets. With our population expected to double by 2051, Clarington offers a perfect blend of urban living and small-town charm. We're known for our thriving energy and agricultural sectors, vibrant historic downtowns, and exceptional quality of life.

Our team thrives in a collaborative environment that promotes work-life balance and meaningful community impact. We value accountability, integrity, and respect, and we are deeply committed to fostering equity, inclusion, and diversity in the workplace. Together, we're building a stronger Clarington — for today and for future generations.

The future is bright – and working with the Municipality of Clarington means you can help shape it. How will you make your mark?

About the Role

Reporting to the Deputy CAO, Finance and Technology/Treasurer, the Manager of Procurement is accountable for the overall leadership of the procurement function to the corporation, ensuring that the development, implementation and administration of effective and efficient procurement strategies are done in a fair, open and transparent environment.

As a collaborative business partner and focused leader, the Manager of Procurement will elevate the profile of the procurement section and will lead the Municipality in improving business outcomes through collaborative efforts with a corporate lens.

As an experienced leader, the Manager of Procurement will lead by example and inspire the procurement team to deliver optimal customer service and deliver on procurement work plans, while ensuring compliance with procurement legislation, regulations and corporate policies and procedures.

Key Responsibilities

- Updating, developing and maintaining procurement policies, procedures and practices that meet legislative requirements while developing strong business partnerships with stakeholders across the organization to meet the corporate strategic objectives.
- Researching, initiating, and implementing best practices and process improvements to ensure the Municipality procures in an efficient and effective manner with available resources.
- Leading, training, developing, and evaluating employees accountable to the manager, encouraging a culture of continuous development and improvement, training and cross-training for staff.

- Managing the development and issuance of competitive bid documents, analyzing and recommending supplier award to the awarding party.
- Creating, updating and maintaining key performance metrics for the Procurement Services Division
- Advising Senior Management Team and/or Council in changes to public procurement processes through legislation/regulations.
- Negotiating, communicating and coordinating with external and internal stakeholders to complete the required contracts/agreements to complete procurement activities.
- Perform other duties as assigned, including those specific to the department.

What you bring

- Post secondary diploma in purchasing, business or related field of study
- Certified Professional Public Buyer (CPPB) or Certified Public Purchasing Officer (CPPO) designation
- A minimum of 5 years of purchasing experience with at least 1 year at the managerial level in the public sector
- Demonstrated experience developing and implementing Corporate Purchasing and related policies and procedures
- Detailed knowledge of contract law, the law of agency, the laws of competitive bidding, trade agreements, environmental and tax legislation, and the Municipal Act
- Experienced in risk management as it relates to bidding and contract management
- Exemplary project management and analytical skills
- Knowledge of accessibility and sustainability standards and the impact on purchasing processes
- Exemplary interpersonal, communication and customer service skills
- Proficient and experienced working with computerized purchasing systems
- Excellent written and verbal communication abilities.
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

What we offer

- Salary: \$121,988 to \$148,278 - Grade 9 of the 2025 Non-Affiliated Salary Administration Program.
- This position is currently eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.
- Hours of work: 35 hours per week

Additional Information

A satisfactory criminal record check and proof of qualifications will be required for the successful candidate.

Pre-employment testing may consist of written and oral assessments. To be considered successful, candidates must achieve a minimum score of 60% on each test. The highest score attained across the assessments will be used in the final award decision.

How to Apply

Applications will be accepted until **September 29, 2025, at 11:59pm.**

To learn more about employment with the Municipality of Clarington and to apply for this exciting and challenging opportunity, visit: www.clarington.net/careers.

We thank all applicants for their interest. Only those selected for further consideration will be contacted.

Our Commitment to Equity

The Municipality of Clarington is a progressive and inclusive employer committed to equity, diversity, and creating a respectful and barrier-free workplace.

Accommodations are available throughout the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005*. To request support or accessible formats, please contact the Human Resources Division at careers@clarington.net.

Privacy

Applicant information is collected under the authority of Section 11 of the *Municipal Act, 2001* for the purpose of evaluating the applicant. Questions about this collection can be directed to Human Resources at careers@clarington.net.