

JOB POSTING

ABOUT THE MUNICIPALITY OF CENTRAL ELGIN

The Municipality of Central Elgin is a progressive, growing urban and rural municipality located on the north shore of Lake Erie in the heart of southwestern Ontario adjacent to London and St.Thomas. The Municipality is home to about 15,000 people. A prosperous municipality that blends the diversity of a rural agricultural community with an extensive urban environment that is rich in history and tourism, the Municipality of Central Elgin prides itself on being progressive in the way everyday business is carried out.

Procurement and Risk Analyst

POSITION OVERVIEW:

The Procurement and Risk Analyst position assists with the co-ordination of Municipality's Procurement Policy, Municipal Insurance Program and facilitation of the procurement process in accordance with applicable regulations, legislation, industry best practices and the municipality's purchasing policy. This position will ensure an open, transparent and competitive process to procure goods and services in a timely and cost-effective manner, while reducing risk exposure and maintaining relationships with Stakeholders.

KEY RESPONSIBILITIES:

1. Procurement Planning & Compliance
 - Collaborate with departments to assess purchasing needs, recommend procurement methods, and ensure compliance with laws, by-laws, and trade agreements.
 - Advise on procurement strategies, bid solicitation methods, and risk exposure.
 - Prepare legal agreements, ensuring compliance with all bonding, insurance, and licensing requirements.
2. Competitive Procurement Management
 - Prepare and manage bids, RFPs, tenders, and contracts, including site meetings, evaluations, and negotiations.
 - Lead bid evaluations, pre-bid meetings, and contract award recommendations.
 - Facilitate procurement for major capital and IT projects.
3. Contract & Vendor Management
 - Manages property leases and contracts
 - Evaluate contracts, vendor performance, and market conditions to ensure value and compliance.
 - Act as the primary liaison for suppliers and vendors, managing inquiries and relationships.
 - Negotiate contracts, extensions, and dispute settlements.
4. Documentation & Reporting
 - Maintain accurate procurement records in compliance with retention policies.
 - Prepare legal agreements, ensuring compliance with bonding, insurance, and licensing requirements.
 - Update and manage statistical databases and procurement records.

5. Legislation & Continuous Improvement
 - Monitor legislative changes, trends, and best practices to enhance processes and mitigate risks.
 - Assess and recommend procurement strategies based on local and provincial legislation.
6. Special Projects
 - Manage property leases, and contract renewals.
 - Represent the municipality in purchasing groups and collaborative initiatives.
 - Coordinate special procurement assignments and projects as needed.
 - Financial analyst and reporting as assigned.
7. Customer Service
 - Provide exceptional customer service to internal and external stakeholders with professionalism and respect.
8. Risk Management
 - Manage the Municipal Insurance Program, including annual renewals, claims, and coordination with insurers and solicitors.
 - Develop and support risk management initiatives in partnership with relevant departments and external providers.
 - Advise and support special events, ensuring compliance with insurance requirements and timelines.
 - Coordinates the Facility Users insurance program ensuring these activities are conducted with the goal of reducing risk exposure.

QUALIFICATIONS AND REQUIREMENTS:

- Post-secondary Degree/Diploma in Business/Public Administration, Procurement and Supply Chain Management, Finance, or related field.
- Completion of the Ontario Public Buyers Association (OPBA) Public Purchasing Certificate Program and/or completion of a professional Purchasing Designation (Certified Professional Public Buyer (CPPB), Supply Chain Management Professional (SCMP), Certified Public Procurement Officer (CPPO)), or working towards the designation.
- Minimum 3 to 5 years related professional experience.
- Demonstrated understanding of accounting principles, and the principles, practices, and procedures of public procurement and contract administration.
- Proficient in Microsoft Word, Excel, PowerPoint, Outlook.
- Knowledge in municipal financial software and programs is an asset.
- knowledge of infrastructure, including roads, storm and sanitary sewers, drainage and water distribution is an asset.
- Experience in planning, negotiating, and managing contracts.
- Capable of analysing complex situations and making informed decisions.
- Works effectively both independently and as part of a team.
- Exceptional oral, written, and interpersonal skills, with the ability to present complex information, manage relationships at all levels, and create business cases for technical topics.

JOB SPECIFICATIONS

- Location: 450 Sunset Drive, St. Thomas, Ontario, Canada
- Job Type Full-time
- Rate of Pay: \$36.49 - \$43.44 (Band 7)
- Hours of Work: The normal workweek consists of 35 hours; Monday to Friday. You may be required to work outside and beyond the normal hours of work.

HOW TO APPLY

- Please apply for this opportunity directly through our website:
<https://municipalityofcentralelgin.applytojob.com/apply>
- Applications must be received no later than **Friday, October 26, 2025, at 11:59 p.m.**
- The successful candidate will be required to complete a Criminal Record Check as a condition of employment and prior to commencing employment.
- We thank all applicants for their interest; however, only those selected for an interview will be contacted.

ACCOMMODATIONS

The Municipality of Central Elgin is an equal opportunity employer. The Municipality of Central Elgin will attempt to provide reasonable accommodation for known disability for an applicant or employee if requested.

ADDITIONAL INFORMATION

Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment. Questions respecting the collection of information should be directed to the CAO/Clerk of The Corporation of the Municipality of Central Elgin.