



## **We're looking for an Assistant Procurement Manager (Temporary up to 10 months) to join Clarington's Finance and 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**

Vacancy Status: This posting is for an existing vacancy.

Reporting to the Manager, Procurement the successful candidate is responsible for negotiating complex, high-value contracts, managing the corporate bidding process, and ensuring compliance with the Procurement By-law and AODA requirements.

### **Key Responsibilities**

- Identify and analyze needs and trends in order to develop, implement and manage strategy, policy and programs related to the procurement functions
- Responsible for negotiating complex and high dollar value contracts, and resolving contractual disputes
- Taking actions as required to ensure the attainment of strategic plans
- Liaise with Senior Management, Council and the Board of Trade
- Direct market research, product and service development to investigate the feasibility and viability of new markets, products and services, suppliers and partnerships
- Lead, motivate staff and assist the Manager of Procurement in the supervision of staff
- Participate in the interview and selection of staff
- Assist the Manager of Procurement in formulating short- and long-term business and customer strategies
- Assist the Manager of Procurement in managing the corporate bidding process for supplies, services and construction projects in accordance with the Municipality's Procurement By-law

- Provide expertise and guidance and interpretation of the Procurement By-law to user departments
- Provide guidance and recommendations regarding Accessibility for Ontarians with Disabilities Act, 2005 (AODA) compliance for procurement of goods and services
- Assist the Manager of Procurement to develop and maintain a supplier relationship management approach to build effective relationships with vendor communities
- Preparation of reports to Committee and Council
- Assist the Manager of Procurement to review, analyze and approve contracts and staff reports
- Participate in the review of the Procurement By-law
- Prepare policy recommendations consistent with best practices
- Negotiate with suppliers on behalf of the client departments to resolve problems on price, delivery or quality
- Instructs and reviews work of Buyers and Procurement Support Clerks for compliance with Corporate and departmental policies and procedures
- Identifies appropriate method of purchase and determines, with the Manager of Procurement, whether written competitive Tenders, Requests for Proposals, Requests for Quotations, Requests for Expression of Interest, Requests for Pre-Qualification and telephone/fax quotation requests are required to ensure that deadlines are not jeopardized
- Evaluates recommendations received from divisions to ensure that the evaluation of bids received was conducted in accordance with municipal policies and procedures
- Represent the Division on various committees and working groups, as required
- Be the main point of contact in the absence of the Manager of Procurement
- Co-ordinate the disposal of surplus materials
- Perform other duties as assigned, including those specific to the department.

## What you bring

- A Certified Supply Chain Management Professional, or an equivalent combination of education and experience to the satisfaction of the Deputy CAO/Treasurer
- Minimum of three years' procurement experience, preferably in a supervisory role within the public sector.
- Comprehensive knowledge of contract law, the law of agency, the laws of competitive bidding, trade agreements, environmental and tax legislation, and the Municipal Act
- Knowledgeable in Risk Management as it relates to bidding and contract management
- Experience in procurement compliance requirements of the Accessibility for Ontarians with Disabilities Act, 2005 (AODA)
- Exemplary interpersonal, communication and customer service skills
- Proficient and experienced working with computerized purchasing systems
- Strong written, oral and interpersonal communication skills, including report-writing, presentation and group facilitation skills
- A commitment to exceptional customer service and professionalism.
- Must be legally entitled to work in Canada.

## What we offer

- Salary: \$100,785 to \$122,505 - Grade 7 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 **January 2, 2026, 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](http://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](mailto: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](mailto:careers@clarington.net).