

Team Leader, Procurement

Position ID: J0326-0246

Job Title: Team Leader, Procurement

Job Type: Full Time

Department: Procurement Services

Number Of Positions: 1

Min Salary: \$62.97/Hour

Max Salary: \$78.71/Hour

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

The Procurement Team Leader is responsible for the planning, organization, development, and coordination of procurement activities for the organization, while ensuring optimized use of public funds and the integrity and efficiency of procurement services for the City. The Team Leader provides subject matter expertise to the organization regarding public procurement processes and best practice.

This position requires the use of significant professional judgment and independence in the performance of duties which includes advising, liaising, and building strong collaborative relationships with internal and external stakeholders.

Responsibilities include:

- Provide strong leadership to direct reports, provide coaching and mentoring through ongoing feedback and empowering employees to achieve outcomes. Encourage collaborative and inclusive relationships.
- Act as a people and culture leader, demonstrating and aligning decisions and behaviours with our mission, corporate values and culture. Understand and champion the organization's governance.
- Responsible for the day-to-day operations of the procurement team, including material management operations and the legal aspects of competitive bidding and related contracting processes for all departments.
- Create, monitor, and evaluate departmental goals, objectives, measures, and initiatives to set work priorities for the team.
- Lead and provide expertise to the business and the organization regarding complex public procurement matters.
- Oversee public procurement practices to ensure they are transparent, fair and consistent to maintain positive supplier and industry experience(s).
- Ensure compliance with a all provincial and federal rules and regulations, applicable trade agreements, legal and contractual obligations.
- Responsible for ensuring that procurement strategic priorities are aligned with corporate and City priorities.
- Assist the leadership team with the establishment of short and long-term procurement plans to optimize efficiency.
- Implement and monitor best practices, create and update procurement policies and procedures to ensure a consistent standard of practice.
- Build strong relationships with internal and external stakeholders. Proactively develop networks within the organization to enable achievement of work-related goals; identify opportunities to increase efficiencies with stakeholders. Liaise with the supplier community to inform and ensure a comprehensive understanding of our procurement practices.
- Responsible for overseeing best practices in material management, including inventory management, corporate agreements, and disposition of surplus items.
- Manage the Procurement department annual budget activities.

You Bring:

- Bachelor's degree in business, commerce, legal, finance, supply chain management or a related field.



- Professional Designation such as CPPO and CPPB and/or Supply Chain Management Professional (SCMP).
- Ten (10) years or more of diversified senior procurement experience preferably with five years in a senior public procurement role.
- Experience leading a team of procurement professionals.
- Comprehensive knowledge and understanding of business practices related to public procurement, current procurement methodologies, competitive bidding laws, legislation impacting public procurement, contract law, common law and provincial statutes.
- Broad experience in project and program management from lower risk to large higher risk procurements.
- Excellent verbal and written communication skills.
- Experience with complex vendor/stakeholder relations.
- Excellent organizational, analytical, negotiation, and facilitation skills.
- Strong critical thinking and decision-making skills.
- Proficient in MS Office Suite with strong knowledge of word, excel and experience with SharePoint, and experience with electronic bidding platforms.
- Previous experience with a financial system would be an asset.
- Ability to exercise a significant amount of professional judgment and initiative when making recommendations and resolving problems that may be complex and sensitive in nature.
- Ability to make difficult decisions in an impartial and objective manner.
- Ability to mentor, coach and support staff.
- Ability to effectively collaborate with a variety of individuals at all levels of the organization as well as officials from outside agencies.
- Ability to prepare and deliver presentations to senior leaders and Council.
- Ability to implement positive changes and develop new processes.
- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny.

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical, and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement

- Employee discounts, annual adult Genesis Place pass, social events, and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

The position is full time (37.5 hours per week) and a comprehensive benefits package is included.

*Please provide a cover letter along with your resume as a means of introducing yourself and your interest in this role.

Next Steps:

Candidates are invited to apply online. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 10:00 PM MT (Mountain Time) on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.