



POSITION VACANCY

The City of Niagara Falls is a dynamic and internationally renowned city with a prosperous business community and economic foundation anchored by tourism, manufacturing, retail and knowledge-based sectors. Located at one of the natural wonders of the world and in the heart North America's most affluent consumer markets, we are linked to the world by extensive road, rail, air, water and telecommunication networks. With over 14 million visitors a year and a growing resident population of over 95,000, we invite you to discover why Niagara Falls is a premier place to live, work, and play.

Call Number:	2024 - 76
Position:	Senior Procurement Officer
Type of Vacancy:	Permanent
Work Schedule:	Monday to Friday, 8:30 am to 4:30 pm Flexible/hybrid work arrangements are available (35 hours per week)
Location:	City Hall (4310 Queen Street, Niagara Falls)
Salary/Wage Range:	\$87,358 to \$109,198 per year Plus, a comprehensive benefits package and defined benefit retirement pension
Date Posted:	September 21, 2024
Closing Date:	October 11, 2024 at 4:00 pm

Further details on this position are attached.

To apply, please submit a cover letter and resume via www.niagarafalls.ca/jobs

Applications must be submitted online and will be accepted until
4:00 pm on October 11, 2024

The City of Niagara Falls is dedicated in creating an accessible and inclusive organization and fostering a workplace culture which reflects the diverse nature of the residents we serve. In accordance with the Accessibility of Ontarians with Disabilities Act (AODA), the City will accommodate the individual needs of candidates with disabilities throughout the recruitment process. Please feel free to contact us at HRDepartment@niagarafalls.ca or 905-356-7521. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position.

We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

CITY OF NIAGARA FALLS POSITION DESCRIPTION

This description reflects the general details considered necessary to describe the principle functions of the position identified and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Senior Procurement Officer

POSITION SUMMARY: Responsible for a wide variety of procurement activities and providing guidance and leadership on corporate policies and procedures to ensure the full procurement function is completed in compliance with public procurement requirements.

DIVISION / DEPARTMENT: Corporate Services / Procurement

RESPONSIBLE TO: Senior Manager of Strategic Procurement & Initiatives

SUPERVISES: N/A

RESPONSIBLE FOR:

1. Engage in current and future procurement planning for the corporation by routinely meeting and communicating with staff; conducting research and analysis of markets, trends and prices; identifying potential vendors and providing information on new products and services in order to meet service delivery requirements.
2. Develop, review, issue and evaluate bid documents, bid specifications and terms and conditions for all purchasing types including quotations, tenders, request for proposals, expression of interests and addendums for all divisions, departments and the cooperative purchasing group.
3. Provide guidance in coordinating and conducting pre-bid, information and/or site meetings and the preparation of appropriate documentation including attendance sheets, meeting notes, etc.
4. Perform purchasing duties including research, sourcing, gathering statistical data and analysing financial impacts, verifying bid submissions and their compliance, facilitating evaluations and award recommendations, preparing and issuing legal agreements and contract documents and to ensure all applicable documentation is received from the vendor prior to the issuance of a purchase order.
5. Issue purchase orders within authorized dollar limits or after receiving approvals.
6. Provide guidance and confirm completion of vendor performance in order to track City satisfaction with the quality of products, services and goods provided and report accordingly to vendors and establish any corrective action.
7. Schedule, attend and conduct vendor interviews and vendor debriefing sessions as required.
8. Prepare and maintain accurate records and documentation on all bid solicitations, responses, purchases, contracts, certificates, performance reports, correspondence, and related follow-up in accordance with the City of Niagara Falls Records Retention By-Law.
9. Provide guidance in contract administration including invoice discrepancies, following-up on inquiries and resolving issues regarding purchasing while ensuring both quality and contract compliance.
10. Review and conduct audits on purchasing activities and purchasing card activities to ensure compliance with purchasing policies and procedures and public procurement requirements.
11. Through routine audits and ongoing analysis, establish standardization opportunities, identify and assist with the development, coordination and implementation of Corporate Contracts and Blanket

Orders, Pre-Qualifications and Contractor Rosters with the intent to optimize value, create efficiencies and cost savings for the corporation.

12. In the absence of the Senior Manager of Strategic Procurement and Initiatives, perform the duties in a backup capacity for various Committees including but not limited to the Emergency Management Team, and attend Niagara Public Purchasing Committee (NPPC) meeting and other various meetings as assigned.
13. Responsible to setup, implement and maintain the City's e-bidding software platform and associated modules.
14. Provide guidance and mentorship to procurement department staff in order to promote a culture of learning, to improve organizational competence and to maintain delivery of effective and quality service.
15. Assist with the development and implementation of corporate-wide procurement training programs.
16. Assist on all procurement related duties as required.

POSITION REQUIREMENTS:

- Minimum three (3) year post-secondary degree/diploma in a program such as public administration, supply chain management or business administration or related discipline.
- Completion of the Ontario Public Buyers Association (OPBA) Principles of Effective Public Procurement Certificate Program.
- Professional Purchasing Designation, either Certified Professional Public Buyer (CPPB) or Certified Professional Public Officer (CPPO), that is kept in good standing.
- Minimum five (5) years of progressive public purchasing experience in a municipal setting.
- Advanced knowledge of contract law, laws of competitive bidding, bonding, insurance, trade agreements and government legislation and/or regulations relating to public procurement functions.
- Advanced knowledge of procurement standards and ethics of the Ontario Public Buyers Association (OPBA) and National Institute of Governmental Purchasing (NIGP).
- Proven critical thinking, analytical, organizational, project and time management, multi-tasking, problem solving, change management, negotiation, budget management and report writing skills.
- Demonstrated initiative and strong attention to detail with high level of accuracy and the ability to organize workload in a fast-paced environment while setting and meeting deadlines.
- Ability to work independently with minimal supervision and equally effective in a team environment.
- Excellent interpersonal skills and the ability to interact diplomatically, courteously and professionally with all levels of staff, elected officials and the public to build co-operative/collaborative working relationships internally and externally and to champion corporate programs/initiatives, missions, and values of the City.
- Excellent working knowledge of the Microsoft Office Suite and bids&tenders end-to-end digital procurement platform. Knowledge and experience utilizing enterprise resource planning software is an asset.