



The City of Barrie is committed to providing excellence in municipal services for the 140,000+ citizens of this vibrant and prosperous community, one of the fastest growing and most beautiful lakefront cities in Ontario.

NOTICE OF VACANCY

PURCHASING AGENT TEMPORARY – 2 Years Approximately FINANCE DEPARTMENT

The Purchasing Agent prepares and executes complex competitive procurement processes including preparation of Requests For Tenders, Proposals, Quotation, Prequalifications, Information, Expressions of Interest documents and contracts in accordance with the requirements of the Corporation's Procurement By-Law; independently supports a client portfolio providing procurement planning, professional expertise and guidance in the preparation and review of specifications, terms of reference, procurement processes and tools, and contract formation. This position shares their knowledge of the ethics, policies, procedures and relevant legislation with other staff, and provides direction with regards to purchasing matters to staff in other departments. Assists departments in addressing vendor performance issues and implements any subsequent corrective measures. Prepares comprehensive analysis of bid submissions. Administers the corporate purchase order system, monitors awards to ensure compliance with the corporate Procurement By-Law, associated procurement process/document, established procedures, and best practices and compliance by vendor/contractors.

Applicants must have:

Key Qualifications (under review):

Education (degree/diploma/certifications)

- Three (3) year Community College Diploma in Business Administration, or equivalent.
- Certification as a Professional Public Buyer (C.P.P.B) and/or Certification as a Supply Chain Management Professional (Certified SCMP).

Experience

- Three (3) years of experience in the purchasing field, which will be a combination of time spent in the field obtaining a designation, plus demonstrated applicable experience after accreditation.

Knowledge/Skill/Ability

- Demonstrated continuous education to maintain accreditation, and keep current with emerging trends.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Access) as well as Bidding and Great Plains.
- Proficient in a variety computer software programs, (eg. word processing, database, spreadsheet, web portals, Ecommerce, electronic purchasing system, ERP System, etc.)
- Experience preparing and issuing correspondence, including letters of disqualification, corrective action and termination.
- Excellent interpersonal, communications, organizational/COORDINATING, research, problem-solving, communication, public relations, customer services and multi-tasking/work prioritization skills.
- Thorough working knowledge of the Municipal Policy Manual, Corporate Procurement By-Law, Departmental Procedure Manual, Building Code, Fire Code, Provincial Specifications Standards, City of Barrie Standards, Ontario Health & Safety Act, NAFTA, Tendering Law, provincial and federal legislation and agreements and principles and practices relative to the professional public buyer standards; council policies and associated provincial acts.
- Ability to interact effectively and courteously with all levels of staff and contacts in a political and community/client services environment; build co-operative/collaborating working relationships and internal and external alliances; and to champion corporate programs/initiatives, mission and values of the City.

The salary range is \$56,911 to \$68,195 per year (\$31.27/hr to \$37.47/hr) (2014 revised rate), 35 hours per week.

For full details regarding this position please visit our website at www.barrie.ca.

Please submit your resume electronically by quoting file #T-15-40 Purchasing Agent (Temp 2 yrs) (MS Word format only; quote file number in subject line), by Tuesday, August 4, 2015 to: E-mail hrjobs@barrie.ca Human Resources Department, City of Barrie, P.O. Box 400, Barrie, Ontario, L4M 4T5.

The Corporation is seeking a friendly, personable, dedicated, enterprising and results-oriented leader. *The City of Barrie provides a dynamic operating environment and working conditions. We thank all applicants and advise that only those to be interviewed will be contacted. Personal information is collected under the authority of the Municipal Act, S.O. 2001, c.25 and will be used to determine employment eligibility. Questions regarding collection should be directed to the Human Resources Department at 705-739-4202.*