

At the City of Brampton, our focus is people. From our employees to the community we serve, people are at the centre of everything we do. Our city is a living Mosaic made up of 250 cultures and 171 spoken languages. Recognized by **Forbes** as one of Canada's top employers and **Maclean's** best communities in Canada, the City of Brampton is a dynamic and innovative place to work and experience. We want you to join us in serving our diverse community with pride and passion.

Our Focus Is People ●●●●●



**JOB TITLE:** Manager, Purchasing/ Deputy Purchasing Agent

**DEPARTMENT:** Corporate Services

**POSTING NUMBER:** 106248

**NUMBER OF POSITIONS:** 1

**JOB STATUS & DURATION:** Full Time Permanent

**HOURS OF WORK:** 35-hour workweek

**LOCATION:** Hybrid Model\*– when working onsite, you will report to the location of City Hall.

**SALARY GRADE:** 8

**HIRING SALARY RANGE:** \$125,264.00 - \$140,922.00 per annum

**MAXIMUM OF SALARY RANGE:** \$156,580.00 per annum

**JOB TYPE:** Management and Administration

**POSTING DATE:** August 22, 2024

**CLOSING DATE:** September 05, 2024

## AREA OF RESPONSIBILITY:

Reporting to the Director, Purchasing, this position is responsible for procurement activities required by the City to provide municipal services, the disposal of goods and constructed assets, determining the appropriate method of procurement based on the Total Procurement value of the goods, services or construction and exercising Deputy Purchasing Agent Authority. The Deputy Purchasing Agent:

- Provides leadership, quality customer service and best value through the provision of open, fair and transparent competitive Procurement Process;
- Promotes the most cost effective and efficient use of City funds by attaining optimum quality, quantity, price, delivery and performance;
- Exercises professional Purchasing practices to obtain the most competitive offers from the most responsible and responsive Vendors;
- Provides timely, efficient service delivery while developing and maintaining good client relation through consultation, education, training and cooperation, and the promotion of both internal and external partnerships;
- Promotes standardization, education and sharing knowledge of products and market conditions while seeking innovative solutions;

### 1. Leadership

Manages the Purchasing team consisting of procurement professionals and support staff to ensure efficient, effective and timely procurement of goods, services and construction of municipal infrastructure. Ability to motivate staff and foster a positive team environment along with customer service. Identifies staffing and operational needs and manages recruitment, selection, training and disciplinary measures for staff. Ensure resources are available to meet

service plan levels and contract deadlines. Monitor policies, procedures and standards to adhere to regulatory requirements and City standards; recommending revisions to by-laws for the consideration of the Director, Purchasing. Lead support to the Director, Purchasing and provides input on all key procurement activities.

## **2. Deputy Purchasing Agent Authority**

Deputy Purchasing Agent Authority is delegated by City Council to the Deputy Purchasing Agent. The Deputy Purchasing Agent has all the powers and duties of the Purchasing Agent as set out in the Purchasing By-law. The authority of the Deputy Purchasing Agent as detailed in the Purchasing By-law is to:

- Act on behalf of or in consultation with Requisitioning Department Head(s) to authorize the use of the most appropriate procurement method;
- Execute procurement documents including Contracts and all other documents related to specific procurements under the Corporate Seal on behalf of the Mayor and the Clerk;
- Ensure that all Contracts and related documents executed are Approved as to Form by the City Solicitor; and
- Ensure that all Contracts and related documents executed are approved as to Content by the appropriate Requisitioning Department Head(s).
- Remove a Vendor from consideration for Contracts, in accordance with the Vendor Disqualification Protocol
- Other duties and responsibilities described in the Purchasing By-law

## **3. Technical Expertise and Review**

Provide rigorous review for execution of contract agreements. Manage specialized procurement initiatives, i.e. developing specifications with consultants, developing pre-qualification requirements, holding site meetings, negotiations and issuing of contracts. Promotes standardization, education and shares knowledge of products, processes and market conditions while seeking innovate and cost contained solutions. Provides leadership, strategic direction in the development of complex procurement initiatives and provides expert advice, guidance and mentoring to staff. Leads best practice and legal reviews in the acquisition of goods, services and construction of municipal infrastructure initiatives. Recommends revisions to the Purchasing By-Law for the consideration of the Director, Purchasing as a result of legislation or to reflect economic change.

## **4. Financial Accountability**

Determine cost effective procurement strategies. Monitor the potential risk exposure in contract documents. Assist in preparing the Divisional budget. Develops annual work plans and associated budgets for the Purchasing teams to harmonize with the corporate and departmental goals and objectives for multi-year plans.

## **5. Change Management**

Revise policies and procedures to reflect changes in business practices, to improve cost and efficiency and enhance service levels. Identify business process re-engineering opportunities and lead implementation. Anticipates future corporate needs related to the purchasing functions and recommends strategic approaches to meet these needs.

## 6. Documentation and Automation

Prepares reports and performs research on various procurement related issues for the Director, Purchasing. Develops and implements automated systems to provide for efficiencies and effective provision of services that adheres to accepted procurement principles and meet corporate needs and legislative requirements.

## 7. Liaison with Stakeholders

Provide detailed and thorough consultation with operating departments. Takes leadership role in providing expert procurement advice to staff in all departments including interpreting legal requirements in the acquisition of goods and services. When necessary, work directly with other levels of government, external consultants and contractors. Respond to escalated customer concerns. Participate as a member of a number of Committees or cross-functional teams. Assumes a lead role in co-operative purchasing with other public entities for information sharing. Act on complaints, adjustments questions and recommendations with all corporate officials, vendors and others. Promote teamwork and integration between units within the division and with other parties participating in cross-function and cross program initiatives.

### **SELECTION CRITERIA:**

#### **EDUCATION:**

- University degree in Business Administration or equivalent.
- Professional designation from a recognized purchasing association – Certified Supply Chain Management Professional (CSCMP) or Certified Public Procurement Officer (CPPO) or Certified Professional Purchaser (CPP).

#### **REQUIRED EXPERIENCE:**

- Seven to ten years progressive purchasing experience.
- Five years managerial experience.
- Experience in tendering practices and public procurement

#### **OTHER SKILLS AND ASSETS:**

- Knowledge of construction law, related legislation and the application of CCDC/CCA contract documents along with best tendering practices are essential.
- Superior verbal, written, communication and interpersonal skills; ability to work effectively in diverse community
- Sound judgement and decision-making skills
- Project management and strong organizational skills
- Computer proficient in PeopleSoft financials modules, Microsoft Office

*\*\*Various tests and/or exams may be administered as part of the selection criteria.*

**Interview:** Our recruitment process may be completed with video conference technology.

Applicants who do not meet the educational requirements but have direct related experience may be considered.

As part of the corporation's Modernizing Job Evaluation project, this position will undergo an evaluation which may result in a change to the rate of compensation. Any changes affecting this position will be communicated as information becomes available. \*Our Hybrid Model is subject to change.

If this opportunity matches your interest and experience, please apply online at [www.brampton.ca/employment](http://www.brampton.ca/employment) quoting **reference #106248 by September 05, 2024**, and complete the attached questionnaire. We thank all applicants; however, only those selected for an interview will be contacted. The successful candidate(s) will be required, as a condition of employment, to execute a written employment agreement. A criminal record search will be required of the successful candidate to verify the absence of a criminal record for which a pardon has not been granted.

As part of the application process, applicants will be invited to complete a self-identification survey. The survey is voluntary. Participation in the survey will have no impact on hiring decisions. Should you wish to opt out of completing the survey, please select "prefer not to answer" as a response to each question. All information collected is confidential and will not be shared with the hiring manager. The surveys will be anonymized and will be kept separate from applicant or employee files, such that the individuals who completed the surveys will not be identifiable. The results of the survey will assist in the analysis of disaggregated metrics for organizational planning purposes and our commitment to advance and foster diversity, equity, and inclusion. The City may use anonymized data to produce aggregate reports for internal or external use.

Please be advised, the City of Brampton uses email to communicate with their applicants for open job competitions. It is the applicant's responsibility to include an updated email address that is checked daily and accepts emails from unknown users. As we send time sensitive correspondence via email (i.e. testing bookings, interview dates), it is imperative that applicants check their email regularly. If we do not hear back from applicants, we will assume that you are no longer interested in the Job Competition and your application will be removed from the Competition.

If you would like to request content in an alternate format, please contact the Accessibility office by submitting a new [Alternate Format Request](#).



*The City is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accommodations at any point during the application and hiring process, please contact [TalentAcquisition@brampton.ca](mailto:TalentAcquisition@brampton.ca) or 905.874.2150 with your accommodation needs, quoting the job opening ID#, job title. Any information received relating to accommodation will be*

*addressed confidentially.*