

CITIZENS FIRST THROUGH SERVICE EXCELLENCE

We have an exciting Temporary Full Time Non-Unionized opportunity in the Procurement Services Department for an experienced and motivated individual.

Procurement Category Specialist (contract up to 12 months)
(FILE #J0724-1084)

As one of Southern Ontario's fastest growing cities, with its mix of urban and rural areas, Vaughan is an in-demand place to live and work. Vaughan is considered one of Canada's most family friendly cities with a dynamic and diverse population of over 300,000. With one of the top performing economies, a growing tourism industry and an enviable portfolio of recreational and cultural venues, this is the place where you want to be.

Responsible for:

Responsible for providing procurement expertise and advice to support a variety of complex, high-value, politically sensitive procurement initiatives of goods, services and construction to client departments. Heavily involved in strategic procurement planning to develop city-wide annual procurement plans and support departmental objectives; determine cost effective procurement strategies. Responsible for assessing the complexity of the procurement initiatives and recommending best approaches; preparing RF (x) documents (eg. tenders, request for proposals, request for information, quotations and other procurement documents) in collaboration with the client departments and managing the end to end of the procurement process, including, procurement planning, drafting (RFx), risk management posting, bidding, evaluating, approval, contract development and execution processes.

Qualifications and experience:

- University degree in a technical or business discipline (preferably Business Administration, Public Administration, Supply Chain, Economics or Finance or suitable equivalent) or an equivalent combination of education and experience.
- Minimum seven (7) years' progressive experience in a public-sector procurement environment. Municipal procurement experience is preferred.
- Designation as a Certified Professional Public Buyer (CPPB) or a Certified Public Procurement Officer (CPPO) or Certified Supply Chain Leader (CSCL) from National Institute of Supply Chain Leaders.
- Demonstrated knowledge and extensive experience in government procurement policies, procedures and guidelines and providing technical guidance to client departments.
- Planning and organizational skills to recognize and schedule priorities and coordinate concurrent complex projects.
- Demonstrated experience in comprehending information and working in a fast-paced environment where multi-tasking, prioritizing and reprioritizing on a regular basis is required.
- Must possess the sense of process ownership and take accountability for actions.
- Excellent customer service skills to build strong working relationships with clients and peers.
- Experience in procuring a wide range of commodities, goods, services, consulting, IT, facilities, maintenance, repair and operating, and construction (roads, building, etc).

- Knowledge and demonstrated experience in contract law, competitive bidding contract law, construction act, and trade agreements, eg. CETA, CFTA and other federal and provincial legislative requirements.
- Ability to perform with independence under the direction of the Procurement Manager, Client Relations and Category Management and within the framework of policies, procedures, templates and legislated requirements such as the various trade agreements.
- Ability to provide senior level procurement expertise to senior management on large scale procurements; mitigating risks and presenting alternative strategies.
- Project management skills and technical proficiency to lead procurement projects.
- Reviewing and analyzing skills to review and clarify information to ensure a clear understanding of client procurement needs and to provide clients with procurement options.
- Strong problem-solving skills to advise clients if requests are in contravention of applicable policies and procedures and making recommendation on best course of action.
- Researching skills to keep abreast of changes to industry standards, policies, procedures and guidelines.
- Ability to facilitate a RFP evaluation process, apply evaluation criteria and recommend awards.
- Experience in communicating with senior management to resolve procurement and vendor issues, and with legal counsel to obtain legal advice to address contractual matters.
- Strong written and oral communication, presentation and persuasion skills to deliver information, prepare briefing notes, conduct debriefings, prepare documents and training sessions to clients and bidders.
- Demonstrate excellent analytical, written and verbal skills.
- Represents the department at both internal and external professional events.
- Interpersonal and team collaboration skills to build a broad range of professional relationships.
- Familiarity with JD Edwards Procurement modules and experience with other computer software such as Microsoft Excel, Word, PowerPoint, Outlook.
- A valid Ontario Class "G" driver's license, in good standing, with access to reliable vehicle for corporate use or the ability to travel safely and efficiently on City business.

If you are an energetic person who is interested in bringing your knowledge and passion to the City of Vaughan, please apply on or before Friday August 23 at: [City of Vaughan - Procurement Category Specialist \(contract up to 12 months\) \(njoyn.com\)](http://CityofVaughan-ProcurementCategorySpecialist(contractupto12months)(njoyn.com))

Please note that only candidates selected for interviews will be contacted.

The City of Vaughan is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The City of Vaughan is also committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.