

CITY OF HAMILTON**CORPORATE SERVICES DEPARTMENT****(FINANCIAL SERVICES, TAXATION & CORPORATE CONTROLLER DIVISION – PROCUREMENT SECTION - LOCATION – 28 JAMES ST. N.)****PROCUREMENT ANALYST****SUMMARY OF DUTIES**

Under the general direction of the Supervisor, Procurement Contract Management, responsible for developing and monitoring the current procurement process including adherence to procurement policies and procedures. Investigates, develops, recommends and implements improvements to procurement software applications, including development of training resources and delivery of training to applicable staff. Performs data analysis and develops reports on procurement activity. Develops and maintains procurement policies and procedures

GENERAL DUTIES

Develops and monitors the current procurement process including adherence to procurement policies and procedures.

Analyzes services to user departments and recommends procedural changes to improve service and provides information to Procurement staff and departments on procurement objectives, policies and procedures.

Identifies opportunities for change to business processes to achieve efficiency in the procurement function and reduce costs in administrative function.

Approves departmental requests to deviate from policies for general acquisition i.e. a single or sole source procurement, time sensitive situation, extension of current contracts, etc.

Provides assistance and consultation to user departments on procurement standards.

Authorizes level of security to be granted to users of the Procurement software applications (PeopleSoft procurement module and bids&tenders™) on a corporate wide basis.

Approves requisitions greater than \$250,000 through workflow in PeopleSoft verifying that all requirements and approvals have been met.

Reviews, makes recommendations and implements approved recommended changes to current policies and procedures.

Maintains and develops management reports using current Procurement software applications (PeopleSoft procurement module and bids&tenders™) in a format that is accessible by all users as required.

Creates and maintains procurement contract templates for use by Procurement and City staff.

Develops, implements, and updates procedures on how to use the current procurement systems efficiently and effectively to meet corporate needs.

Creates and runs data reports that identify and summarize goods and services purchased through procurement cards, direct invoice or open purchase order.

Develops database queries to manipulate historical data to determine trends, spending practices and expenditures for analysis purposes.

Creates effective reports for Committee and Council on procurement activity such as awarding of tenders, requests

for proposals and procurements that are an exception to the normal requirements of the policies.

Prepares memoranda, reports and management presentations for Committee and Council on policy changes.

Makes ongoing changes and improvements to reporting to reduce time in preparation and provides more comprehensive data.

Researches best practices from municipalities in Ontario.

Acts as spokesperson for the Purchasing Section for all levels of City staff, as well as external agencies such as the Ontario Public Buyers' Association, and Municipal Benchmarking Network Canada.

Develops and maintains training programs and user manuals/resources to support service function in order to effectively transfer knowledge to all levels of users.

Trains Procurement staff in day-to-day procurement functionality including use of procurement software and policies and procedures to continually develop procurement staff skills to meet a changing environment.

Acts as a key user to identify user needs and implement Procurement software application upgrades.

Develops, maintains an ongoing advancement of a procurement websites (both internal and external sites) to provide internal staff with relevant procurement information and to attract vendors who wish to do business with the City.

Represents in-house bid initiatives where no government policies and procedures apply.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Demonstrated experience in business consulting and change management in a procurement environment normally acquired through a Degree in Economics, Business or Computer Science and/or Community College Diploma in Business.
2. Previous experience in a procurement environment with a proven record of analytical/ data analysis skills and proficiency in the use of computerized purchasing programs and advanced spreadsheets. Proficiency and working knowledge in Word, Excel, Microsoft Outlook and database software programs. Experience in PeopleSoft procurement module and procurement systems such as bids&tenders™ considered an asset.
3. Purchasing Certification in Public Purchasing as a CPPB (Certified Professional Public Buyer) preferred.
4. Previous experience in implementing a large software application, developing resources and providing training to end-users.
5. Must be able to communicate effectively both orally and in written form.
6. Ability to interpret by-laws, policies and trade agreements relevant to procurement.
7. Must keep up-to-date with current industry standards and practices.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
