

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT (FINANCIAL SERVICES DIVISION – PROCUREMENT – LOCATION - 120 KING ST. W., 9th FLOOR)

PROCUREMENT SPECIALIST - CUPE 5167

SUMMARY OF DUTIES

Reports to the Senior Procurement Specialist. Under technical and administrative direction, performs professional work of average difficulty in the analytical, compliance and operational functions of the centralized procurement activities of the City. Assists in the development of analytical tools to evaluate the procurement function as well as the constant monitoring of compliance as required. Responsible for procurement of goods and services in accordance with applicable laws, by-laws and regulations.

GENERAL DUTIES

Perform a variety of assignments which include, but are not limited to: research and analysis of markets, trends, prices, costs, department needs and other related factors as well as development of term contracts and review of term contracts to ensure compliance with established policies and procedures.

Coordinate all activities involved with procuring goods and services for corporate contracts for the City of Hamilton.

Facilitate the timely procurement of supplies, equipment and services needed by the City of Hamilton in accordance with the City's Procurement Policy By-Law and all other applicable laws, policies and procedures.

Maintain the integrity of the public procurement process as outlined in the Purchasing Policy By-Law.

In conjunction with using Client Departments, formulate strategic procurement plans for the City in order to maximize buying power and minimize inefficiencies.

Hold regular meetings at Client Department locations including offices, work yards, operational facilities, etc...

Confer with departments to standardize supplies and/or services and discuss special needs.

Research market sources and vendors to locate and ensure the most cost effective and competitive pricing for the purchase procurement of goods and services.

Perform large-scale centralized procurement and/or administration for corporate contracts.

Organize and chair task groups (commodity oriented) including Client Departments with similar requirements, to develop specifications for goods and services required and to resolve problem issues; conduct needs analysis with respect to commodity requirements within Client Departments.

Create and provide training on specifications, value analysis, life-cycle costing analysis and weighted evaluation factors for goods and services purchased.

In conjunction with the Client Department, identify and develop vendor performance criteria, track and monitor vendor's performance concerning quality of goods and services; documents and reports to vendors regarding corrective action.

Administer and execute the buying procedure including preparing request for tenders/proposals, review and provide technical guidance on specifications for Policy compliance, coordinating workplace health and safety, legal and risk results with the Client Department.

Receive, review and evaluate proposal and tender submissions for compliance and recommend the award of contracts.

Within delegated authority, make determination with respect to bid protests.

Ensure that the procurement process is followed as outlined in the solicitation document and that the evaluation and recommendation for award is in accordance with the solicitation.

Expedite delivery of goods to Client Departments.

Conduct negotiations with suppliers on proposals, contracts and contract claims.

Represent the Procurement Section at meetings with other City departments, suppliers and other public agencies.

Effectively communicate procurement policies and procedures to City personnel and interpret said policies and procedures as necessary.

Assist in the development of operational procedures governing the research, planning and analysis of corporate contracts.

Provide input and feedback on established standard contract clauses used in City contracts, solicitations, and purchase orders.

Continuously review policies and procedures governing procurement in order to improve upon and standardize the process.

Review and execute purchase orders within delegated authority.

Develop, implement and monitor ordering systems and procedures as required.

Prepare all correspondence related to request for tenders and proposals including: spreadsheets, letters, emails, reports, forms, notifications, council recommendations and reports, purchase orders and presentations. Prepare or oversee correspondence and ensure effective public relations with vendors, Client Departments and procurement personnel.

Respond to inquiries from customers, contractors, elected officials and public on procurement policies, procedures, services, products, tenders and proposals.

Establish work priorities and schedules, ensuring timelines are met.

Provide advice on requisitioning procedures and correct use of orders and applications.

Troubleshoot and assist departments and accounts payable staff with procurement related problems.

Work 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.

Perform other duties as assigned which are directly related to the major responsibilities of the job.

QUALIFICATIONS

1. Bachelor's degree from an accredited college or university with major coursework in public or business administration or other appropriate field.
2. Purchasing designation highly desirable - Certified Professional Public Buyer (CPPB), or Certified Supply Chain Management Professional (CSCMP), formerly the Certified Professional Purchaser (C.P.P.) designation.
3. Demonstrated progressive experience in a Purchasing environment, preferably public procurement experience.
4. Must obtain professional designation in purchasing within five years after being placed in this position.
5. Ability to exercise reasonable initiative and independent judgement in achieving objectives, planning work details and making technical decisions.
6. Knowledge of the principles of general management, business administration and procurement.
7. Skill in researching and preparing documents.
8. Ability to develop effective and cooperative working relationships with Client Departments, peers and vendors.
9. Knowledge of personal computers and common office software and productivity tools.
10. Excellent verbal and written communication skills.
11. Ability to work independently toward general results, devising new methods, modifying or adapting standard procedures to meet new conditions and making decisions based upon precedent, policy and acquired experience.
12. Ability to successfully deal with all persons in a fair and equitable manner.
13. Possess complete integrity and a high sense of personal and professional ethics.
14. Successful negotiation skills, problem resolution oriented, good analytical skills and team oriented.
15. Ability to maintain comprehensive working documents with specific attention to detail.