

CITY OF HAMILTON

CORPORATE SERVICES DEPARTMENT

(TREASURY SERVICES DIVISION – FINANCIAL SERVICES – LOCATION – 120 KING ST. W., 9th FLOOR)

PROCUREMENT MANAGER

OVERVIEW

Reporting to the Director, Financial Services this position is responsible for the planning, organization, development, management and coordination of the centralized procurement activities of the City and its Agencies and Board. This position serves as the principal public purchasing official for the City and is responsible for the procurement of supplies, equipment and services in accordance with applicable laws, bylaws, policies and regulations. Administrative direction is received from the Director of Financial Services. Supervision is exercised over professional, technical and clerical staff engaged in procurement management activities.

Accountable for establishing and achieving sectional goals and objectives through the effective and efficient use of financial and staff resources. Uses a “best practices” approach in developing and delivering quality procurement services in a timely and cost effective manner. Instills a customer service focus in the section.

Evaluates and reports on the section’s service, financial, administrative and staff performance against internal and external benchmarks. Develops and implements strategies to improve effectiveness and efficiency. Sets above average standards and leads by example.

Possesses a demonstrated record of strong leadership and guidance, customer focus, innovation and creativity, team advocacy, staff delegation, empowerment and staff development, and is results orientated.

Possesses a high level of personal integrity and excellent communication skills.

RESPONSIBILITIES

You will assume lead accountability and responsibility for the purchasing function for the City of Hamilton. You will be responsible for Purchasing user support and training and service provision to meet the growing needs of staff, the public, residents and businesses of the City of Hamilton.

The Manager is accountable to the Director, Financial Services for ensuring that purchasing meets the corporate needs in accordance with City and Provincial guidelines and in the most effective and efficient manner consistent with the City of Hamilton Mission, Vision & Values.

You will develop and maintain Purchasing policies, procedures and controls, manage and conduct negotiations of purchasing contracts from outside suppliers at least cost, consistent with quality standards and specifications.

GENERAL DUTIES (INCLUDING, BUT NOT LIMITED TO)

Participate in strategic planning of purchasing and accounts payable business applications development.

Participate in strategic planning of the Division and Department as a member of the Division Management Team.

Provide creative leadership through consultation with an effective division management team.

Promote teamwork and integration between units within the division and with other parties participating in cross-function and cross program initiatives.

Manage sale of excess, obsolete and salvageable goods ensuring best price to the City Of Hamilton.

Liaise with client service personnel and originating departments to develop specifications which facilitate the acquisition of high quality goods and services from reliable vendors at reasonable prices.

Participate in the development and monitoring of operating and capital budgets.

Respond to issues and queries raised by City Council and Corporate Management Team.

Ensure purchasing compliance with provincial and federal statutes and regulations and municipal by-laws and policies.

Monitor and examine emerging trends that impact the Municipal sector.

Respond to various corporate, community, Provincial or Federal proposals for service initiatives, changes or enhancements.

Provide professional consultation, including reports, to City Council and its Committees.

Develop and empower staff through delegation of responsibilities and accountabilities, through regular feedback, and by providing development opportunities and technical direction.

Monitor the operations within the section to ensure safety, service quality, cost-effective and timely delivery of services, and environmental and legislative compliance.

Provide training and development for staff in the use of computerized purchasing system to provide efficient and cost effective service to the City of Hamilton.

Demonstrated knowledge of Health and Safety Act and applicable regulations as it relates to the position.

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.

Ensures that employees are provided with and use the appropriate equipment, material and/or procedures required to perform the assigned duties. Ensures that all employees perform work in accordance with applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures. Ensures that appropriate action is recommended for those employees who do not work in compliance with legislation, policies and procedures.

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

QUALIFICATIONS

1. University degree in Business Administration, Commerce or Economics or a combination of progressive purchasing experience with a professional designation from a recognized purchasing association.
2. Demonstrated knowledge and skills in a purchasing environment with progressive experience managing quotation and tendering processes including resolving complex technical and regulatory issues.
3. Professional designation from a recognized purchasing association - CPPO (Certified Public Purchasing Officer) or CPP (Certified Professional Purchaser).
4. Highly developed analytical and business planning skills with a proven track record for long-term visioning and big picture thinking.
5. Highly developed ability to articulate a vision, to lead and inspire others.
6. Highly effective leadership, facilitation, communication, presentation, interpersonal and organizational skills.

7. Demonstrated ability to effectively manage a large multi-disciplinary staff in a results oriented environment and in a predominantly unionized environment.
8. Experienced in designing and delivering customer focused programs and services.
9. Ability to deal effectively with elected officials, representatives of other levels of government, management, peers, staff and the general public.
10. Thorough knowledge and understanding of statutes, regulations and by-laws affecting the department/section.
11. Knowledge of collective bargaining process.
12. Working knowledge of computerized purchasing software applications.
13. Demonstrated ability to negotiate large, complex purchasing contracts.
14. Technical knowledge and understanding of products or services purchased.