



A Natural Attraction

Job Posting

The City of Quinte West invites applications for the following temporary position:

Purchasing Coordinator (13 Month Contract) Financial Services

This position is a member of the purchasing and risk management group, responsible for implementing approved purchasing, risk, and insurance policies, plans and programs as well as ensuring business objectives are met.

The Purchasing Coordinator is responsible for maintaining the purchasing and tendering records for the City and for taking a proactive role by advising management of any irregularities in purchasing to protect the City from potential loss or liability. The position works with all City Directors or their designate in issuing competitive bid documents. This position will also share duties with the Insurance and Risk Management Coordinator for all risk and insurance responsibilities. Matters of a confidential nature shall be treated with due regard for the best interests of the Municipality and its personnel.

Duties and Responsibilities:

Essential Responsibilities:

- Maintaining the City's purchase order tracking system.
- Review, investigate and resolve purchases to ensure regulatory compliance.
- Audit compliance with purchasing card program and the City's purchasing policy and report irregularities to the Director of Finance.
- Provide advice and direction to Department Heads or their designate in the appropriate competitive bid process for complex procurements Expression of Interest (EOI), Request for Proposal (RFP), Request for Quotation (RFQ), Request for Tender (RFT), etc.
- Review and maintenance of the City's Purchasing Policy and associated schedules.
- Prepare the competitive bid document incorporating specifications or terms of reference in cooperation with the Department Head or their designate.
- Preparation of Notice of Intent to Accept and Contractual documents at the direction of the appropriate Director or their designate.
- Collection of post award documentation. i.e. Certificate of Insurance, Workplace Safety and Insurance Board (WSIB), Sureties and check to ensure validity and compliance to bid document requirements. Follow up where necessary.
- Perform preliminary evaluation on bids received and reject where non-compliant to mandatory requirements.
- Assisting the Manager of Purchasing & Risk in communications with the City Solicitor regarding procurement matters as required.
- Coordinate and manage the entire bid process including; creating and placing advertisements, distribution of bid documents, booking pre-bid and bid opening

meetings, ensuring bid compliance, act as primary contact throughout, prepare minutes and summary of bid openings, advise parties of ability to commence project and ensure safe custody of bid securities.

- Support and help to develop, introduce and promote innovative procurement initiatives and solutions.
- Act as first contact in dispute resolution process.
- Ensure adherence to the Occupational Health and Safety Act, (WSIB) and City policies where applicable.
- Complete required financial reporting for purchasing updates and other information required for internal staff or Council and Committees.
- Implement the City's clothing policy for all purchases and distribution of clothing.
- Assist with the management of the purchase card program and act as an administrator for the City's account.
- Maintain inventory of surplus items and prepare items for sale and distribution in accordance with the City's purchasing policy.

Note: Above duties are representative of a typical position and are not to be construed as all-inclusive.

Education/Specialized Training/Skills:

The position will require:

- A minimum of a two (2) year College Diploma in Business Administration, Public Administration, Supply Chain Management, or a related field.
- Possess a sound knowledge of public purchasing and competitive bid process.
- Specific knowledge of current legislation regarding the procurement of goods in the public sector and the Tax Sale process.
- A highly developed sense of professionalism, tact and diplomacy.
- Must demonstrate respect for confidential and sensitive issues.
- Strong computer skills including Google Workspace, Microsoft Word, Excel, PowerPoint, (or other similar software programs) email and internet.
- Strong written and verbal communication skills.
- Strong negotiation skills (related to service and labour contracts as applicable).
- Strong and effective analytical, strategic, critical thinking and problem solving abilities

Work Experience:

- A minimum of three (3) years of purchasing experience.
- Experience with coordinating all aspects of public sector purchasing and strategic sourcing.

Although not required, the following would be considered a preferred asset to the position.

- Ontario Public Buyers Association (OPBA) Principles Certificate.
- Certified Public Procurement Officer (CPPO) designation obtained or in progress.
- Certified Professional Public Buyer (CPPB) designation obtained or in progress.
- Membership in a relevant association (for example: Ontario Public Buyer Association or Supply Chain)
- Valid Class G Driver's Licence and safe Driver's Abstract deemed acceptable by the employer.

- Experience and versed in the Municipal Act and all legislation, Acts, Trade Agreements etc. as they relate to public sector purchasing and risk management.
- Public sector finance environment experience.
- Experience with managing insurance policies and claims.
- Experience with risk management policies.

Remuneration: 2024 Non-Union Salary Grid Band 7 - \$44.75 to \$48.64 hourly.

Qualified applicants are invited to apply [online](#) with their resumes by **11:59 pm on October 6, 2024**. They may also visit the City of Quinte West website at www.quintewest.ca for more information.

Note: This is a 13 month contract. The position's start date is Monday, November 18, 2024. and may have the opportunity to participate in the City's Flexible Work Program, subject to applicable policies and approvals.

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment.

In accordance with the Accessibility for Ontarians with Disabilities Act, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 x1106 or email hr@quintewest.ca if you require an accommodation to ensure your participation in the recruitment and selection process.

Applicants will be required to consent to the completion of a criminal reference check and the completion of a driver's abstract, if deemed a requirement of the position.