
With a moderate climate, spectacular scenery and year-round recreational offerings at our doorstep, the **City of Campbell River** is the ideal location to live, work, and play.

SENIOR BUYER

The City of Campbell River is seeking a full-time **Senior Buyer**.

As part of the Finance team and reporting to the Purchasing and Risk Management Officer, you will provide advice, guidance, advanced technical support, and expertise in all aspects of purchasing, logistics, and supply chain management to City departments and staff. You will also be responsible for the timely procurement of goods and services for the City, while ensuring best compliance with City policies.

To complement your two (2) year diploma in business management or a related discipline, you will also have:

- Five (5) years of recent procurement experience,
- Hold a Supply Chain Management Professional (SCMP) designation, or equivalent designation, and
- Be a member of the Supply Chain Management Association of Canada, or equivalent organization.

The current hourly rate of pay for this CUPE bargaining unit position is \$38.96 working 35 hours per week, Monday through Friday.

Please see the attached for a detailed job description that lists all the necessary qualifications for this position.

Please include verification of your education and certifications with your application.

This posting closes at 4:30 pm on Monday, May 7th, 2018.

Please send your resume with covering letter, quoting **Competition EXT-18-33** to:



Human Resources Department
City of Campbell River
301 St. Ann's Road
Campbell River, BC V9W 4C7
Email: careers@campbellriver.ca

We thank all applicants, however, only those selected for interviews will be contacted.



Job Description

SENIOR BUYER

Approval Date: April 2018

Department: Finance

IAFF

CUPE

Management

Title of Management Supervisor: Purchasing & Risk Management Officer

General Accountability:

Purpose and Scope

Reporting to the Purchasing & Risk Management Officer, the Senior Buyer provides advice, guidance, advanced technical support, and expertise in all aspects of purchasing, logistics and supply chain management to City departments and staff. The incumbent is responsible for the timely procurement of goods and services for the City, while ensuring best value and compliance with City policies.

Nature and Scope of Work

- Administer the procurement and tendering process including consulting with staff, developing the procurement and tender documents, conducting and monitoring the competitive process, conducting public tender openings, coordinating the evaluation process, participating on evaluation committees, conducting debriefings, preparing award documentation, and contract management;
- Conduct the procurement and acquisition of goods and services in keeping with Council's approved purchasing policy procedures, and applicable trade agreements;
- Ensure the City receives the required goods and services by selecting the most appropriate method of completing the acquisition process to ensure best value;
- Assist city departments in the acquisition and planning of projects by reviewing terms of reference, consultant specifications, drawings and reports;
- Provide advice and guidance to staff on the procurement process;
- Research and make recommendation to staff on required products, services, processes and goods;
- Liaise between staff and suppliers to provide information, answer questions, resolve problems, and address issues and concerns;
- Assist in the identification, assessment, analysis, and mitigation of risk management for the City;
- Administer the disposal of surplus assets in accordance with city policy;
- Preparation of reports making award recommendations to Senior Staff and Council;
- Maintain co-operative and effective working relationships staff, consultants, contractors, suppliers, federal, provincial and local government officials, and the general public;
- Provide recommendations for changes to policies, procedures and practices to continually improve the functions of the Finance Department;
- Continually examine work processes to identify problem areas or opportunities for improvement;
- Ensure full compliance with relevant federal, provincial and City regulations, policies, guidelines and procedures, and all applicable trade agreements;
- Research, collect, analyse, and interpret relevant information;
- Promote a safe work place and ensure that all established safety procedures are followed;
- Provide departmental backup functions and other related duties as assigned or required from time to time.

Necessary Qualifications

Knowledge/Skills:

- Thorough knowledge of current purchasing and supply management principles, methods and practices.
- Knowledge of developing procurement strategies and issuing formal Request For Offers (RFO), Request for Quotations (RFQ), Request for Proposal (RFP), and Tender documentation.
- Knowledge of department’s role within the City’s organizational structure.
- Knowledge of local government operations.
- Working knowledge of relevant manuals, guidelines, procedures, City policies and bylaws.
- Working knowledge of e-procurement including the BC Bid process.
- Knowledge of applicable international, federal, inter-provincial, provincial and local regulations, standards and guidelines.
- Working knowledge of WorkSafe BC regulations and safe work procedures.
- Working knowledge of Contractor Coordination requirements.
- Working knowledge of project management and contract administration.
- Proficiency in intermediate levels of Microsoft Word and Excel.

Key Competencies:

Key Competency	Job Specific Requirements
Service Orientation	Demonstrates excellent, professional customer service skills.
Accountability and Reliability	Takes personal ownership and responsibility for the quality and timeliness of work commitments. Demonstrates reliability and integrity on a daily basis.
Conflict Resolution	Able to resolve conflict with a professional manner and calm demeanor.
Collaboration and Negotiation	Works collaboratively to negotiate and reach solutions that best meet organizational needs.
Decision Making and Problem Solving	Excellent analytical, problem solving and decision making skills.
Results and Quality Focus/Attention to Detail	Strives for high quality performance and demonstrates both initiative and resourcefulness to make improvements and deliver results.
Planning and Organizing	Strong planning and organizational skills. Able to meet deadlines, multi-task and manage time effectively, while delivering high quality results.
Communication	Demonstrates excellent written, oral, and interpersonal communication skills.
Networking and Relationship Building	Effectively builds and maintains ethical, constructive, productive, and professional relationships and networks with key stakeholders.
Professionalism	Exemplifies ethical practices, professionalism, and personal integrity in performance of duties.

Education:

- Successful completion of a two (2) year diploma program in a business management or related discipline from a recognized post-secondary institution.

Training/Certification:

- Supply Chain Management Professional (SCMP) designation or equivalent designation.
- Member of Supply Chain Management Association of Canada or equivalent organization.
- Must possess and maintain a valid BC Driver’s Licence and provide and maintain a clean drivers abstract as per City policy.

Experience:

- Minimum of five (5) years’ procurement experience, within the last ten (10) years.

Preferred Criteria

- Experience in public sector purchasing.
- Local government administration training.
- Training or experience in the use of contract documents through the Master Municipal Construction Document Association (MMCD) and the Canadian Construction Documents Committee (CCDC).

Signature of Incumbent: _____	Date: _____
Signature of Supervisor: _____	Date: _____