

## SENIOR BUYER

**Approval Date:** June 2025

**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 workplace and ensure that all established safety procedures are followed.
- Provide departmental backup functions and other related duties as assigned or required.

### 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:**

- Service Orientation
  - Demonstrates excellent, professional customer service skills.
- Accountability and Reliability
  - Takes personal ownership and responsibility for the quality and timeliness of work commitments.
- 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. Ability and willingness to contribute to maintaining a respectful, safe, and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- 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:**

- CSCP Certified Supply Chain Professional, NIGP Certified Procurement Professional or equivalent designation.
- 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' progressive procurement experience, within the last ten (10) years.

**Preferred Criteria (For External Candidates Only)**

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