



Purchasing & Claims Coordinator
Permanent Full Time
Job Posting #: 2023-24
Closing Date: May 26, 2023 at 4:30pm

The City of Owen Sound is seeking experienced and qualified applicants for the role of Purchasing & Claims Coordinator. The position coordinates and facilitates procurement for the City, and ensures procurement activity is open, fair, transparent and in compliance with regulations, legislation and requirements. The position is responsible for executing routine and complex procurement processes using a variety of tools.



Owen Sound is a diverse and culturally rich community located on the southern shores of Georgian Bay in Southern Ontario, approximately two hours north of Toronto, and on the doorstep of the Bruce Peninsula. Owen Sound is the largest urban community in Grey and Bruce counties characterized by a magnificent harbour and bay, two winding rivers, tree-lined streets, an extensive parks system, and tree-covered hillsides and ravines.

Owen Sound is a place where you can stay active, indoors and out, in all seasons. Many of our most popular recreational sports, such as biking, hiking, golf, swimming, motorcycle touring, and ATV riding, take advantage of our geography and natural assets: gently rolling hills, protected forests and parkland, and waterways flowing into Georgian Bay. Winter doesn't have to put a halt to your outdoor fun. We have plenty of snow sports when the frost hits and snow flies, from skiing and snowshoeing to snowmobiling and skating. Prefer to exercise indoors? We have several sports facilities to choose from, including a modern YMCA with indoor pools and ice rinks and the City is home to the OHL Owen Sound Attack hockey team.

The City of Owen Sound municipal offices are located in the City's historic downtown core. Urban convenience is reconciled with balanced lifestyle in this welcoming, vibrant and growing community. Enjoy visits to galleries, library, theatres, museums, festivals, local shopping and dining right outside the doors of City Hall.



The successful candidate will have a degree or diploma from an accredited college or university preferably in Business Administration, Supply Chain Management or Purchasing. A Principles of Effective Public Purchasing Certificate is required or willingness to obtain. The following designations are considered assets, Certified Professional Public Buyer, Certified Public Procurement Officer, or Certified Procurement Professional.

Additional Skills/Competencies/Requirements:

- Proficiency with Microsoft Office Suite software including Word, Excel, Outlook, and PowerPoint as well as a variety of computer software programs and services (e.g. Bids and Tenders, Worktech, Great Plains, SharePoint, Escribe).
- Proven analytical, time management and organizational skills and an ability to manage multiple competing priorities (frequent re-prioritization) and tasks efficiently.
- Intermediate skills include: Consultation; Facilitation; Mediation; Presentation; Professionalism; Public Relations; Research; Teamwork.
- Advanced skills include: Active Listening; Analytical; Attention to Detail; Collaboration; Customer Service; Decision Making; Initiative; Interpersonal; Judgment; Multi-tasking; Negotiation; Organizational; Prioritization; Problem Solving; Reading Comprehension; Time Management; Verbal Communication; Written Communication; Results and people oriented and ability to establish priorities and work both independently and collaboratively in a team environment.
- Ability to establish and maintain confidentiality and credibility.
- Possess a valid driver's licence and access to a reliable vehicle,

Please note the City is currently undergoing a Corporate-Wide Service Level Review, therefore potential reporting alignment or the duties and accountabilities are subject to modification.

The annual salary range for this position is \$57,817 – \$68,075 and the City offers a comprehensive employer paid Extended Health & Dental program, OMERS pension, remote and flexible work arrangements. To explore this opportunity further, we invite applicants to forward their resume and cover letter by Friday, May 26, 2023 at 4:30pm to:

Human Resources Manager
City of Owen Sound
E-mail: hrjobposting@owensound.ca

The City of Owen Sound is proud to be an equal opportunity employer, valuing and respecting diversity. We are committed to inclusive, barrier-free recruitment and selection processes. We will accommodate the needs of qualified applicants under the *Human Rights Code* and the *Accessibility for Ontarians Disabilities Act*, in all aspects of the hiring process, upon request. We thank all applicants for their interest; however, only those being considered for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and will only be used for candidate selection.



JOB DESCRIPTION

Department: Corporate Services

Division: GIS, Risk Management, Asset Management & Purchasing

Job Title: Purchasing and Claims Coordinator

Union: CUPE 1189

Direct Supervisor: Manager of Corporate Services

Revision Date: May 2023

Position Summary and Scope:

The position coordinates and facilitates procurement for the City, and ensures procurement activity is open, fair, transparent and in compliance with regulations, legislation and requirements. The position is responsible for executing routine and complex procurement processes using a variety of tools.

Duties and Accountabilities:

1. Preparation, development, coordination, facilitation, award, and execution of all phases of

bid opportunities including collaborating with City staff to understand requirements and timelines. Identify and implement various procurement tools with a knowledge of the following legislation, regulations, or requirements: City Purchasing By- Law, Trade Agreements (CFTA, CETA, etc.), Construction Act, Accessibility of Ontarians with Disabilities Act (AODA), contract and commercial case law, and other provincial and federal legislation related to procurement.

2. Maintain and manage accurate records, reporting and documentation for solicitations, contracts, correspondence, claims and follow-up as required including reports to council and committee.
3. Collect, track and analyze supplier documents including insurance, WSIB clearance certificates, sureties, and other required contract documents. Manage risk to the City by collaborating with the City's insurance broker to transfer risk through the contract to the vendor. Review and analyze scope and specifications of bid opportunities to identify any risks including legal and contractual.
4. Review purchase requisitions to ensure compliance with the Purchasing By-law, accuracy, contractors documents and designated authority, and then process into purchase orders while communicating effectively with suppliers and City staff.
5. Coordinate and administer the process for claims made 'against the City' and 'by the City' including coordinating claims, invoices, adjusters and legal services and facilitating the effective gathering and management of required information from staff.
6. Facilitate the request for certificates of insurance from the City's insurance provider. Then provide to internal and external customers annually and throughout the year as requested.
7. Coordinate and calculate the collection from internal staff of the facility user insurance program purchases. Submit this monthly listing accurately to the City's insurance broker. Receive and review returned confirmation and invoices from the City's insurance broker. Submit, code and approve to accounts payables for payment.
8. Maintain, update and enter data into the tendering software (Bids and Tenders) monitoring contract expiry for project specific and multi-year contracts to develop an effective annual procurement plan. Work with project leads in planning, scheduling and implementing their procurement needs from inception to completion. Write, read and analyze scope of bid documents prior to publication to ensure a professional and polished document. Initiate the renewal of contracts based on contract terms, budget, need and best practice.
9. Administer the corporate credit card program, including the addition and cancellation of cards, monthly limit increases, vendor code adjustments, group adjustments, corresponding with the City's credit card provider, and any necessary reporting.
10. Facilitate meetings and attend/conduct pre-bid meetings with vendors and internal staff, making recommendations to project leads as required.
11. Administer vendor performance program including strategies for issue resolution.
12. Build internal and external alliances for collaborative working relationships and to assist in the sourcing of products, contracts, service providers, etc.

13. Work effectively and co-operatively with City staff, members of the public, vendors, municipalities, etc.; responds to inquiries; obtains and provides information; and deals with all contacts in a courteous and efficient manner to maintain a high standard of public relations at all times.
14. Participates in the development, implementation and continuous improvement of the City's Purchasing By-Law, standards and processes including updating of tools such as bid templates, work instructions and process maps as required. Perform duties in compliance with the Purchasing By-law, City policies, strategic initiatives, designated authority thresholds, applicable regulations, legislation, best practices and ethical purchasing practices with a view to advancing City procurement.
15. Perform other related duties as assigned that are in accordance with job responsibilities and/or department or corporate objectives.

Employee Health & Safety Responsibilities:

Carry out work in a safe manner, preventing safety hazards to the incumbent and others; Actively participate in all COS safety initiatives and trainings;

Report all hazards, incidents, accidents, near misses, injury or illness promptly to your supervisor; complete all requested documentation;

Follow all COS policies and procedures as well as the Occupational Health and Safety Act;

For a detailed description of worker responsibilities see the Occupational Health and Safety Act Part III Section 28.

Educational Requirements:

Completion of a degree or diploma from an accredited college or university (preferably in Business Administration, Supply Chain Management or Purchasing)

Details – Specialty, major etc.:

Ontario Public Buyers Association – Principles of Effective Public Purchasing Certificate

Willing to consider a transition period to meet this requirement.

Purchasing Designations such as the following are an asset:

CPPB, Certified Professional Public Buyer CPPO,

Certified Public Procurement Officer NIGP-CPP,

Certified Procurement Professional

Skills and Competencies at the Working Level:

- Proficiency with Microsoft Office Suite software including Word, Excel, Outlook, and PowerPoint as well as a variety of computer software programs and services (e.g. Bids and Tenders, Worktech, Great Plains, SharePoint, Escribe).

- Proven analytical, time management and organizational skills and an ability to manage multiple competing priorities (frequent re-prioritization) and tasks efficiently.
- Intermediate skills include: Consultation; Facilitation; Mediation; Presentation; Professionalism; Public Relations; Research; Teamwork.
- Advanced skills include: Active Listening; Analytical; Attention to Detail; Collaboration; Customer Service; Decision Making; Initiative; Interpersonal; Judgment; Multi-tasking; Negotiation; Organizational; Prioritization; Problem Solving; Reading Comprehension; Time Management; Verbal Communication; Written Communication; Results and people oriented and ability to establish priorities and work both independently and collaboratively in a team environment.
- Ability to establish and maintain confidentiality and credibility.
- Possess a valid driver's licence and access to a reliable vehicle

Experience at the working level:

Previous Work-Related Experience (# of years or months):

4 years minimum experience in a progressive purchasing, risk or related role.

Positional on-the-job training required (# of weeks or months):

Two (2) year on the job for the period of adjustment, orientation, and adaptation.

Working Relationships:

Communicates regularly with all levels of staff, various governments / publicly funded agencies, vendors, contractors and the public.

Independence of Decision Making:

Has established policies & procedures Some

Supervisor or lead hand usually available: Independent decisions required

Problem solves within clear guidance and/or past practice: Yes

Physical Demands: Length of time/repetitions/weight in average working day.

Computer Use: 5-7 Hours a day of computer use. Walking: 1-

2 hours per day

Standing: 1-2 hours per day

Sitting: 5-7 hours per day Lifting:

minimal

Ladder Climbing: no

Exposure: indoor office environment

Working Conditions:

Hours of work: 35 hours per week Shift

length: 7 hours per day

Shift Schedule: Monday - Friday

Additional Comments:

Consequence of Errors:

Errors could result in unnecessary hardship to City staff, Council, Vendors or the public.

Errors could result in a financial loss.

Misinterpretation of data, incorrect analysis or use of unproven methods or procedures where others have relied on the output could compromise the reputation of the City.

Errors in the procurement process could be politically embarrassing, causing negative perception from the City's citizens and reputational damage.

Procurement must be awarded fairly so the process is perceived as competitive without bias.

Procurement errors could result in litigation.

Inappropriate contract risk transfer language could result with increased risk to the City resulting in litigation and financial loss