

# The City of Calgary Career Opportunity

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## Senior Buyer Amended

### External Opportunity

Reference # 111932

Closing Date: 09-AUG-2010

Mail Drop:

### Job Information

Amendment: Close Date

Posting Title: Senior Buyer

Business Unit/Division: Finance & Supply/Strategic Procurement

Location: 677 25 Avenue SE

Union/Position: CUPE Local 38/Temporary (up to 18 months) and Permanent #70485

Compensation: Pay Grade 12

\$33.70 - 37.06 - 38.92 - 40.86 - 42.90 - 45.04 per hour

Hours of Work: This position works a standard 35 hour work week.

### Business Unit Information

Finance & Supply is responsible for the overall development, implementation, management and administration of financial matters, as well as procurement and materials management, to ensure The City remains well-managed and financially stable, while maintaining an excellent credit rating, along with stable business and property taxes.

### Responsibilities

Reporting to the Purchasing Agent, the Senior Buyer participates in all aspects of the procurement activities (contractor relationship, contract negotiations, corporate wide contracts, sourcing strategies, market analysis, cost modeling, etc). This position implements all policies, procedures, and system changes within Supply Management and supports the Corporate role of Supply Management by providing the necessary communication of such changes to other internal Business Units and the vendor community. Primary duties include:

- staff related group management including process management, workload assignments, guidance and mentorship;
- lead procurement activities with respect to contractor relationship development, sourcing strategies, market analysis, cost modeling and managing special projects;
- liaise with Senior Management in the Business Unit and other Business Units to promote Supply management and its Corporate role;
- vendor relations to establish, enhance and evaluate contracts;
- ensure consistency of documentation, policies and procedures.

### Qualifications

Successful applicants will possess one of the following combinations of education and experience:

- a Certified Professional Purchaser (C.P.P.) designation or an undergraduate degree plus at least three years experience in the area of supply chain for a major corporation or Government institution that includes a minimum of two years in a supervisory/leadership role; OR
- a Certified Public Purchasing Officer (CPPO) designation with at least five years of experience in the area of supply chain for a major corporation or Government institution that includes at least two years in a supervisory/leadership role.

Preference will be given to those demonstrating progressive advancement in procurement. Knowledge in commodities, contracting, public sector purchasing and intermediate proficiency with an Enterprise Resource Planning (ERP) system such as PeopleSoft Finance and Supply Chain Management are definite assets.

Core competencies include an in-depth understanding of current procurement methodologies, laws of tendering, legislation impacting public purchasing, project management techniques; experience in building strategic supply-base relationships; ability to take initiative; creativity to accomplish goals and objectives of the work unit; strong verbal and written communication skills; leadership and team building skills; and the ability to work independently with minimal supervision.

### Note

Successful applicants must provide proof of qualifications. Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications. A security clearance will be conducted. More than one position may be filled from this competition.

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