



Procurement and Contract Specialist The City of Red Deer

Join a vibrant outdoor centric community filled with trails and breathtaking nature along the winding river valley of Red Deer, in Central Alberta. Red Deer is an economically dynamic region of Alberta situated directly between Edmonton and Calgary along the vital QE 2 corridor. It's a perfect blend of small town friendliness and big city conveniences. Host to the 2016 Memorial Cup and the 2019 Canada Winter Games, Red Deer continues to welcome all of Canada with open arms.

We are currently seeking the right person to fill a part-time term Procurement and Contract Specialist position. This position operates at a senior level; it deals with high complexity matters and is fully independent. It is responsible for procurement and the legal aspects of competitive bidding and related contract processes for all departments within The City. The position ensures strict compliance with competitive bidding law, current regulations and The City's Procurement Policy and Procedures. It maintains positive public perception of the municipality by ensuring fairness, transparency and openness in public procurement opportunities. The position is responsible for risk assessment related to competitive bidding process and contract law. A high degree of professional judgment and independence is required in performing these duties while advising and liaising with City departments to maintain strong working relationships.

Ideally to fill this role you will have a Bachelor's Degree with majors in law and economics (or accounting), Operational Management, Supply Chain Management Professional (SCMP) or Certified Professional Public Buyer (CPPB) plus three years' experience performing tendering/procurement/contracting/risk duties.

In addition you will have:

- Significantly greater years of tendering/procurement/contracting experience along with a lower education level (e.g. college diploma) may be considered as equivalent.
- In-depth knowledge and understanding of current procurement methodologies, competitive bidding laws, legislation impacting public procurement, contract law, common law and provincial statutes
- Ability to negotiate and write contracts on behalf of The City
- Superior verbal and written communication skills including ability to handle difficult vendors/stakeholders
- Demonstrates high standard of ethics, integrity and discretion
- Demonstrates strong leadership and teambuilding skills
- Ability to provide consistent professional services under the pressure of conflicting priorities and public scrutiny
- Ability to adapt in an environment of ongoing change and act in the role of change agent
- Ability to apply purchasing theory in conjunction with current legislation and policy and procedures
- Ability to formulate and implement procurement policies and procedures
- Ability to process a high volume of information within tight deadlines
- Ability to work with considerable independence and to demonstrate initiative and resourcefulness in establishing and achieving business objectives
- Knowledge of Microsoft Office suite (Word and Excel)
- Previous experience with JDEdwards financial system would be an asset

What we offer:

In addition to the very competitive salary, we offer a great work environment with a dynamic and dedicated team of professionals.

We welcome applications until July 11, 2018.

For more information and to apply online, please visit us at www.reddeer.ca/careers or email your application to humanresources@reddeer.ca.



THE CITY OF
Red Deer

www.reddeer.ca/hr