



# Job Description

**Position Title:** Buyer

**Department:** Finance

**Reports To:** Purchasing and Materials Manager

## Purpose

Report to Purchasing and Materials Manager. Organize activities involved with procurement process for the supply of goods and services for the County of Grey.

## Responsibilities

- Perform large-scale centralized purchasing or contract administration for a multi-departmental unit that requires either items with similar or unique requirements or organization-wide services.
- Prepare and issue requests for quotations, tenders, proposals, expressions of interest, request for information and pre-qualifications and determines appropriate clauses to be included. Assists with preparation and maintenance of procurement templates and technical specifications.
- Summarize, evaluate and recommend award of contracts to various departments for compliance post competitive process. Assist with preparation of recommendations for award of tenders and Request for Proposals for Committee concurrence.
- Negotiate purchase contracts, many times complex and sometimes highly technical or confidential, for items, materials or services specially designed for the user group.
- Assists with administration of contracts throughout duration of projects which includes monitoring vendor performance, revising contracts, renewing bonds and insurance.
- Participate in the review of all procedures for the procurement of goods and services and disposal of surplus assets and make recommendations for amendments.
- Contribute to the ongoing review of the Purchasing policy, procedure, and by-law.
- Review departmental purchasing requirements and determine contract terms and conditions required to ensure the safeguard of the County of Grey from legal ramifications or consequences.
- Provide professional guidance to staff within the various departments of the County on Purchasing policies and procedures, contract terms and conditions, specification writing and proposal evaluation.
- Prepare and issue awards, as needed, for all departments.

- Reviews with individuals on their requirements, determines potential sources for the supply of goods and services. Recommends the best procurement method and integrates purchases with other Departments, where applicable.
- Troubleshoot with departments and accounts payable staff with purchasing related problems.
- Invite, review, analyze and recommend bid awards and rejections.
- Research products, equipment, and services to ensure practicality, cost effectiveness and supply availability to the County of Grey.
- Assist with and recommend weighted evaluation factors for products, equipment and services purchased.
- Prepare correspondence and ensure effective public relations with vendors, users and purchasing personnel.
- Assist with identifying and developing vendor performance criteria, tracking and monitoring vendor's performance concerning quality of products and service; documenting and reporting to suppliers regarding corrective action.
- Working with the County of Grey's Risk Management departments on products and services procured, ensuring compliance with legal standards, Ontario Health and Safety Act, product standards, bonding requirements, insurance requirements, and Workplace Safety & Insurance Board certification.
- Respond to inquiries from user groups, contractors, elected officials and the public on procurement policies, procedures, services, products, tenders, and proposals.
- Maintain contact with salespersons, contractors, and vendors on products, services, trends and market conditions to determine the feasibility of current and future business opportunities.
- Maintain vendor/contractor information files containing legal documents, certificates of insurance and performance reports.
- Assumes the role of the Purchasing and Materials Manager and performs operational duties during absence.
- Establish work priorities and schedules, ensuring timelines are met.
- Utilize various types of electronic and information systems used by the County of Grey.
- Perform other duties as assigned which are directly related to the major responsibilities of the job.

## Working Conditions

Hours of work are as required to fulfil the requirements of the position. Core hours are 8:30 pm to 4:30 pm, Monday to Friday, with additional time as required for meeting the demands of the position. Some meetings will take place at County satellite buildings.

Work is subject to frequent interruption and is carried out in a political environment in which the incumbent must understand County policy and administration.

# Contacts

## Internal Working Relationships

Internal working relationships include contact with Directors and Staff in each of the departments.

## External Working Relationships

External working relationships include Suppliers and Vendors to explain processes required.

Ontario Public Buyers Association, Provincial Ministries, other municipalities, boards and general public.

## Knowledge and Skill

- Professional Purchasing designation (ie. Ontario Public Buyers Association Certificate Program, Certified Public Purchasing Officer (C.P.P.O), or Certified Professional Public Buyer (C.P.P.B)) or similar designation.
- Demonstrated knowledge in accounting principles and procurement procedures normally acquired by the completion of a two-year Community College diploma in business administration or related field, or an equivalent combination of education and work experience.
- Candidates with a minimum of 3-5 years of experience in a Purchasing environment would be preferred.
- Excellent verbal and written communication skills.
- Experience in negotiations and contract preparation.
- Strong public relations skills for effective relations with staff, elected officials and the general public.
- Proficient experience in computer software applications such as Word, Excel, MS Outlook, Internet and database software programs.
- Candidates with experience using online bidding solutions would be preferred.
- Problem resolution oriented, good analytical skills and team oriented.

## Impact of Error

Potential for significant financial loss and embarrassment to the County.

Loss of confidence by bidders in the County and loss of competitive bidders, if errors are made in procurement process and/or in evaluating bids are made by this position.

Potential for serious political and legal problems that would require extensive time and effort to correct, as well as the attendant loss of credibility and unfavourable public relations.