



Senior Buyer

DEFINITION

This is professional level work involving corporate procurement and supply management functions with the responsibility and authority to make commitments for the procurement of goods or services.

Employees of this class assign and supervise the work of Buyers and other subordinate positions engaged in corporate procurement or supply management functions, or independently carry out highly professional specialized and complex corporate procurement or supply management assignments.

Work of the class includes responsibility for the composition of commercial bid documentation of an intermediate to high complexity and risk range; the review of technical specifications; negotiating and/or obtaining complex competitive bids; the commercial evaluation of bids submitted; and the authority to release purchase orders within defined parameters or recommend the acceptance of awards exceeding parameters.

Employees work with higher impact business partners such as Branch Managers and Deputy City Managers, and are required to possess comprehensive knowledge and understanding of corporate procurement policies, procedures, tendering law, trade agreements, division objectives and control requirements.

Duties are performed with a high degree of independence and personal initiative. Senior Buyers review the work of and provide guidance to Buyers and other staff who perform procurement or administrative functions. Senior Buyers may initiate or be assigned corporate projects requiring dedicated procurement and/or research activities.

Employees of this class may also evaluate supply chain management techniques and their options to ensure that appropriate provisioning of supplies and parts is realized. Provisioning of supplies is achieved through supply contract development and/or negotiation and will often require consultation with business areas and suppliers. Work of this type will also require the preparation of necessary documentation to initiate the supply chain management tendering and contract award process.

Employees may be required to analyze market conditions and recommend/implement supply chain management solutions while recognizing inventory investment guidelines. This may include alternate service delivery options.

The difference between this class and the Buyer is the greater complexity, scope, risk and consequence of error of the work performed.



Senior Buyer

TYPICAL DUTIES *

Provides advice to business areas on procurement procedures, methods, and approaches; advises on competitive and non-competitive processes and recommends appropriate procurement strategies.

Determines prospective suppliers by interviewing representatives, examining automated supplier/commodity systems, trade indexes including Internet trade indexes, historical records, etc. based upon the requirements and an assessment of Corporate risks.

Conducts market research, data and analysis in support of RFx* to ensure the best method, approach and value to the City.

Receives and reviews bids/proposals for compliance, prepares bid summary and evaluation spreadsheets. Performs analysis of pricing and financial information.

Works with business areas to compose RFx documents, develop evaluation criteria, weightings, process/strategies, submission and contractual requirements and manages the RFx process.

Works with business areas to compose and prepare final RFx documents of an intermediate to high complexity and risk. Issues and manages RFx including development and issue of addenda; deals with bidder/proponent questions/request for clarifications and any other issues.

Reviews RFx award recommendations, performs due diligence, manages contract assembly, and prepares complete and accurate procurement award reports with appropriate supporting documentation; identifies issues that require escalation to management when necessary.

As required, researches, analyzes and prepares recommendations for commodity amalgamation and collaborates with business areas to develop strategies and standards.

Assists business areas with supplier performance issues and may facilitate resolution with both supplier performance and contractual issues. Formulates solutions which may conflict with business area but maintains the integrity of existing policies and procedures

Monitors and manages contract renewals and option year extensions in order to maintain or increase best value to the City; substantiating proposed rate adjustments based on researching and analyzing market conditions or third party indexes, negotiates holding or revising proposed amendments, all amendments are in accordance with contract terms.

Provides leadership, training, coaching, guidance and direction to Buyers and other staff as required to ensure team members meet performance standards/expectations. Participates in hiring, discipline and performance management of subordinate staff.



Senior Buyer

Assigns, provides direction on prioritization, monitors and reviews work assigned to Buyer and other staff.

Performs other related duties as required.

**RFx refers to Request for Proposal, Request for Quote, Request for Bid, and Request for Information.*

KNOWLEDGE, ABILITIES AND SKILLS

Excellent/detailed knowledge and understanding of procurement practices, policies, procedures, tender/contract law, trade agreements and various procurement strategies/approaches.

Knowledge of project management methodology and approaches; ability to plan and lead contract negotiation processes.

Proficiency with required computer systems.

Ability to determine procurement strategies which are appropriate to requirements and conflicting priorities.

Ability to identify where non-standard processes should apply.

Ability to develop and maintain effective and professional working relationships with colleagues, business areas and suppliers. Displays confidence in interactions with business areas and suppliers.

Ability to work effectively in a team environment.

Excellent analytical, critical thinking, decision-making and problem solving skills.

Excellent listening, verbal and written communication skills. Ability to lead/facilitate meetings with business areas and suppliers.

Strong leadership skills required to provide coaching and direction to subordinate roles.

Stays current with City policies and procedures and industry trends and evolving practices.



Senior Buyer

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Unique requirements for Contract Management positions only:

Completion of a University Degree (Bachelor's or higher), in a related discipline such as public administration, public policy, supply chain management, business, or project management and four (4) years of relevant full-time work experience, which include a minimum of three (3) years in a corporate centralized supply chain environment performing end to end contract management responsibilities.

OR

Completion of a two-year post-secondary diploma or associate degree in a related discipline such as public administration, public policy, supply chain management, business, or project management and six (6) years of relevant full-time work experience, which include a minimum of three (3) years in a corporate centralized supply chain environment performing end to end contract management responsibilities.

Unique requirements for Procurement positions only:

Completion of a University Degree (Bachelor's or higher), in a related discipline such as public administration, public policy, supply chain management, business, or project management and four (4) years of relevant full-time work experience, which include a minimum of three (3) years in a procurement environment performing end to end procurement responsibilities.

OR

Completion of a two-year post-secondary diploma or associate degree in a related discipline such as public administration, public policy, supply chain management, business, or project management and six (6) years of relevant full-time work experience, which include a minimum of three (3) years in a procurement environment performing end to end procurement responsibilities.

Opportunity Concept

Completion of a University Degree in a related discipline such as public administration, public policy, supply chain management, business, or project management and three (3) years of relevant full-time work experience, which include a minimum of two (2) years in a corporate centralized supply chain environment performing end to end contract management responsibilities.

Completion of a two-year post-secondary diploma or associate degree in a related discipline such as public administration, public policy, supply chain management, business, or project management and five (5) years of relevant full-time work experience, which include a minimum of two (2) years in a corporate centralized supply chain environment performing end to end contract management responsibilities.



Senior Buyer

Completion of a Supply Chain Management Professional (SCMP) designation from the Supply Chain Management Association (SCMA) or a Certified Public Procurement Officer (CPPO) certification from the Universal Public Procurement Certification Council (UPPCC) or equivalent designation is considered an asset.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

SENIOR_BUYER_ACTIVE

	<u>21M</u>	<u>21A</u>	<u>21B</u>	<u>21C</u>
Salary Plan	1349		1354	
Job Code				
Developmental		1350/1351		1352/1353
Grade	029	008/012	031	007/011
Last Updated:	2023-10			
	2021-06			
Previous Updates:	2017-09			
	2009-11			
	2004-02			
Originated:	1998-12			