



## EMPLOYMENT OPPORTUNITY

### **Purchasing Manager/ Deputy Treasurer**

The City of Pembroke is situated on the beautiful Ottawa River, a vibrant little city of 16,200 that is renowned as “the heart of the Ottawa Valley.” Pembroke is a single-tier municipality in the County of Renfrew.

The City of Pembroke is recruiting for a **Purchasing Manager/Deputy Treasurer** This is a full-time position.

Reporting to the City Treasurer, you will be responsible for the management of the purchasing requirements/function of the City of Pembroke and assist with the statutory duties of the Treasurer.

The ideal candidate will possess:

- Post-secondary degree or diploma in commerce or business/public administration or hold a recognized professional accounting designation.
- Completion of a recognized Purchasing Professional certification program (Purchasing Management Association of Canada Professional Development Program, Supply Chain Management Association or Ontario Public Buyers’ Association Program). Possession of a current CPPO or CPP professional designation would be an asset.
- Successful completion of the Municipal Administration Program and Municipal Accounting Program would be an asset.

Hours of Work: 1820 hours annually (35 hours per week) plus overtime in support of operational requirements.

Salary Range (2022): \$83,905.61 - \$103,209.18 annually plus comprehensive benefit package.

Applicants are invited to submit in confidence a detailed cover letter and résumé by July 10, 2022, at 11.59pm (local time) to:

**Mrs. Arin Crinnion**  
**Human Resources Coordinator**  
**City of Pembroke**  
**1 Pembroke St. E.**  
**Pembroke ON K8A 3J5**  
**Fax: 735-3660**  
**Email: [Human Resources](#)**

The City of Pembroke is an equal opportunity employer and encourages applications from all qualified individuals.

Accessibility accommodations are available for all parts of the selection process. Applicants must make their needs known in advance. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

We thank all candidates for their interest, however, only those selected for an interview will be contacted.



### Job Description

Title:	Purchasing Manager/Deputy Treasurer
Department:	Treasury
Reports to:	Treasurer/Deputy Clerk

**Qualifications:**

1. Post-secondary degree or diploma in commerce or business/public administration or hold a recognized professional accounting designation.
2. Completion of a recognized Purchasing Professional certification program (Purchasing Management Association of Canada Professional Development Program, Supply Chain Management Association or Ontario Public Buyers' Association Program). Possession of a current CPPO or CPP professional designation would be an asset.
3. Successful completion of the Municipal Administration Program and Municipal Accounting Program would be an asset.
4. Minimum of five (5) years management and financial experience, preferably in a municipal setting. Minimum of three (3) years demonstrated purchasing experience within a municipal or public sector environment.
5. Good understanding of computer technology and its use within a municipal setting. Proficient in computer software including the MS Suite. Experience working with GreatPlains, Diamond, and WorkTech/Pearl software will be an asset.
6. Experience in effectively directing staff in a unionized environment.

A combination of post secondary education in public accounting/finance and experience may be considered.

**To meet the demands of the position you must have:**

1. A complete understanding of municipal finance and accounting in an Ontario setting, coupled with a strong knowledge of the Ontario Municipal Act.
2. An advanced understanding of Competitive Bidding Laws, legislation governing public purchasing, and Construction Act.
3. A high degree of integrity due to exposure to highly confidential and/or politically sensitive information.
4. Effective planning, time management, analytical reasoning and problem solving skills.



5. Strong organizational, communication (verbal and written) and problem-solving skills to ensure that the City's procurement needs are carried out in adherence to the City's Procurement Policy.
6. Proven leadership skills.
7. Valid Ontario drivers license.

General Scope of Responsibilities:

Reporting to the City Treasurer, you will be responsible for the management of the purchasing requirements/function of the City of Pembroke and assist with the statutory duties of the Treasurer.

General Scope of Duties:

To assist in the planning, organizing and direction of a variety of complex administrative, accounting and professional work of the municipality, boards and agencies.

1. Manage the procurement policies and procedures of the City of Pembroke, including recommended updates and revisions, and communication of official procurement policies and procedures to staff and general public.
2. Provide guidance, consultation and interpretation to departments in relation to purchases, analyzing their needs to determine the appropriate procurement method.
3. Coordinate and administer all phases of the procurement process for major consulting, construction, and goods and services requirements, including preparation and issuance of bid documents, attendance at bid openings, review, approve and administer the execution of contracts and purchase orders; organize and facilitate evaluation committee meetings based on the approved spending thresholds.
4. Assist in the preparation annually of the City operating and capital budgets and any multi-year forecasts, including attendance at budget meetings.
5. Assist with the annual financial audit as required.
6. Assist with the maintenance and operation of the general accounting system of the City, particularly as it relates to work orders, payroll for the operations department and inventory.
7. Ensure all reporting milestones and documentation requirements are met under various grant programs.
8. Supervise treasury staff including buying, payroll/job costing, accounts receivable, and inventory/stock keeping. Provide direction, supervision, motivation and career development to staff, including disciplinary action and performance reviews.
9. Assume the duties of the Treasurer in his/her absence.
10. Maintain inventory control, security of assets and disposal of surplus goods.



11. Review and recommend invoices for payment.
12. Review and authorize travel expenses covering employees below the level of Department Manager.
13. Attend meetings of City Council, Committee and other meetings, as necessary.
14. Gather, interpret, research and prepare data for studies, reports and recommendations. Prepare and submit reports as required.
15. Other duties as assigned.



The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this position.



Hours of Work: 35 hours/week (8am to 4pm)  
Occasional Overtime