

The Niagara Parks Commission is a self-sustaining agency of The Ministry of Tourism, Culture & Sport encompassing 56 kilometres of parks, recreation trails, retail outlets, restaurants, golf courses, attractions and historical sites which compliment the natural wonders of Niagara Falls and the Niagara River Corridor. The Commission is currently seeking applications for the position of:

SENIOR PROCUREMENT OFFICER

Reporting to the Manager, Corporate Procurement, this position will strategically procure goods and services for the NPC in compliance with Public Procurement Principles and assist the Manager in the design and implementation of corporate process methods of acquisition.

QUALIFICATIONS:

- Certification as a Supply Chain Management Professional (CSCMP) or Certified Public Purchasing Officer (CPPO) or equivalent knowledge and experience; a university degree or diploma with a business/commerce focus is preferred;
- Knowledge and senior level leadership and experience in Public Sector procurement activities including preparation and management of complex requests for proposal/tender and contracts;
- Superior knowledge of procurement best practices, market trends and related technology including EDI applications;
- Knowledge and experience with cooperative purchasing groups;
- Advanced knowledge of related legislation, associated internal trade and provincial procurement agreements and public sector procurement policies;
- Strong planning and organization skills;
- Advanced communication and presentation skills;
- Analytical, problem solving and interpersonal skills;
- Ability to manage multiple priorities and meet assertive deadlines;
- Strong ethics and integrity.

DUTIES INCLUDE:

- Planning, organizing, directing, managing, and evaluating the purchasing activities including: issuing competitive procurement documents, providing oversight for evaluations, completing and executing legal agreements.
- Acting in the absence of the Manager to coordinate operations, supervise bargaining unit staff and resolve issues.
- Developing and conducting procurement operations which are consistent with NPC policies, procedures, standards, and strategies in order to ensure process transparency, openness, fairness, impartiality, and confidentiality.
- Managing the proposal, bidding, and negotiation process while adhering to applicable legal standards and codes of ethical conduct.
- Ensuring the adequacy of specifications (deliverables) for purchasing purposes; monitoring the adequacy and application of evaluation criteria to ensure open and fair access to bidders.
- Negotiating purchases, creating blanket or master agreements with suppliers, and engaging in all aspects of contract management.
- Analyzing purchasing related information and evaluating the results to choose the best resolution and alternatives to supply challenges.
- Assisting Department Directors/Managers in identifying, qualifying, and selecting vendors of materials, equipment, products, or services, and conducting overall supplier management.

The Niagara Parks Commission is an equal opportunity employer and offers a comprehensive benefit package and a salary level commensurate with responsibilities and experience. Please reply in confidence with a detailed resume prior to **Friday February 24th, 2012** to:

Director of Human Resources
The Niagara Parks Commission
P.O. Box 150
Niagara Falls, ON L2E 6T2
fax (905) 356-9019 or e-mail
employment@niagaraparks.com



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