



Competition #08-053 Acquisitions Clerk

Close Date: Wednesday, April 2nd, 2008

Functions:

This position performs the duties and responsibilities related to a centralized purchasing function.

Typical duties include:

- Provide authorization for purchases of goods and services within delegated purchasing authority limits.
- Prepare and issue request for quotations and tenders for goods and services within delegated purchasing authority limits.
- Maintain vendor/commodity and service table, including conducting vendor research when necessary.
- Perform expediter duties.
- Assemble tender documents, prepare bid summaries and award documents for senior purchasing staff.
- Prepare documents, distribute and summarize offers and final notification for sale of surplus assets.
- Process applications, monitor transactions and prepare statistics for the Purchase Card and Cheque Purchase Order programs.
- Monitor purchases for office supply contract.
- Evaluate bid submissions and award tenders within delegated purchasing authority limits.
- Verify and authorize the release of invoices on hold.
- Close out purchase orders and blanket order releases.
- Ensure the timely entry of requisitions, blanket order releases and receiving documents as required.
- Assist in the distribution of formal tender packages in accordance with policy.
- Perform related work as required.

Candidates will be screened on the following criteria:

- Typically the knowledge, skills and abilities required are obtained through completion of Level I from the Purchasing Management Association of Canada (PMAC) professional development program combined with three (3) years experience in an automated purchasing environment. Experience with word processing and spreadsheet applications is essential.
- Knowledge of the principles and practices of centralized procurement and current developments in procurement.
- Knowledge of the bylaws and regulations governing City of Regina purchasing practices.

- Knowledge of the tendering process.
- Knowledge of the various Tax Acts and of their application to purchasing transactions.
- Knowledge of the types, characteristics and supply sources of commodities and services commonly required by municipal government.
- Familiarity with the use of commodity codes and computerized inventory systems.
- Ability to interpret and analyze technical data related to clients' specifications and descriptions of goods and services.
- Ability to establish and maintain effective working relationships with internal and external stakeholders.
- Ability to use a computerized Purchasing System.

To be considered for this position you must clearly identify your qualifications, experience, knowledge, skills and abilities and where you obtained them (resume or completed applications).

Division: Corporate Services
Department: Financial Services

The City of Regina values diversity in our workplace and encourages applications from all qualified Employment Equity candidates.

To be considered for this competition, completed resumes or applications must be received in Human Resources by 4:45 pm of the closing date at:

Human Resources Department
City of Regina, 11th floor, City Hall
2476 Victoria Avenue, P.O. Box 1790
Regina, Saskatchewan S4P 3C8
Fax: (306) 777-6825

We will contact candidates we wish to consider within six weeks of the competition closing date. All applicants are thanked for their interest.