



Position Title: **Procurement & Resource Planning Specialist**  
Reports To: Treasurer  
# of Direct Reports: 0  
Status: Full-time  
Revision Date: April 2026

### **JOB PURPOSE**

Reporting to the Treasurer, the **Procurement and Resource Planning Specialist** plays a vital role in managing the procurement function and resource planning across the Municipality of Red Lake. This role ensures compliance with procurement policies, streamlines operational workflows, and improves service delivery while optimizing resource utilization. This position is a key contributor to strategic decision-making and supports continuous improvement initiatives, ensuring effective resource management.

### **SPECIFIC ACCOUNTABILITIES**

- Regularly updates and refines the procurement by-law, policies, and procedures to align with industry standards and best practices, incorporating contract, risk, and insurance management principles to ensure organizational compliance and operational efficiency.
- Develops and streamlines workflows for purchase orders and contract management, ensuring that terms and conditions appropriately allocate risk, include appropriate insurance requirements, protect the Municipality's interests, and meet all legislative and compliance requirements.
- Leads the full procurement lifecycle, including proposals, tenders, quotations, and expressions of interest, ensuring clarity, competitiveness, and appropriate risk and insurance considerations in submissions while serving as the main point of contact for all procurement activities.
- Works closely with department heads to create accurate and comprehensive scopes of work for procurement needs, identifying key risks, insurance requirements, performance standards, and contract deliverables to ensure alignment with municipal objectives.
- Establishes and applies assessment criteria for evaluating procurement submissions, incorporating risk, financial, operational, and insurance considerations to support objective and informed purchasing decisions.
- Develops and maintains an efficient inventory system, collaborating with departments to track critical parts and manage regular inventory needs, reducing operational risk, downtime, and enhancing purchasing efficiency.
- Oversees contract administration and supplier performance, including pre-qualification of suppliers, standing offers, supply contracts, and service agreements, ensuring

compliance with contractual obligations, effective vendor management, and proactive risk identification and mitigation.

- Manages the Municipality's insurance requirements related to procurement and contracts, including establishing appropriate coverage standards, reviewing certificates of insurance, and ensuring vendors maintain required coverage and endorsements.
- Monitors and manages contractual and organizational risk, including insurance requirements and renewal, indemnification provisions, and performance securities, ensuring appropriate coverage, compliance, and protection for the Municipality.
- Standardizes documentation procedures across the municipality by developing and implementing templates for procurement, contracts, insurance requirements, and Standard Operating Procedures (SOPs), ensuring consistency, accuracy, and risk-aware process documentation.
- Collaborates with the IT Manager to drive service delivery modernization initiatives, including records digitization, ERP system implementation, and systems integration, strengthening internal controls, contract tracking, insurance documentation, and risk management capabilities.
- Coordinates with department heads to develop a comprehensive work plan for the municipality, outlining key tasks, resource needs, and staffing recommendations, while identifying and mitigating operational, financial, and insurable risks.
- Conducts service delivery reviews and audits, using Council-set service levels and asset management criteria, to identify risks, assess performance, and provide actionable recommendations for continuous improvement.
- Performs other duties and tasks as assigned from time to time by the Treasurer

#### **WORKPLACE REQUIREMENTS**

- Full-Time Position/35 Hours per Week (Monday to Friday 8:30am-4:30pm)
- Location: 2 Fifth Street, Balmertown, ON

#### **RELATIONSHIPS**

**Internal:** All departments within the Municipality of Red Lake.

**External:** Vendors

#### **KNOWLEDGE, SKILLS & TECHNICAL ABILITIES**

- Bachelor's degree in Business Administration, Supply Chain Management, Public Administration, or a related field (Master's degree or relevant certification is an asset).
- Relevant certification in Procurement or Supply Chain Management (e.g., CPPB, SCMP, CPSM, or CSCP) is highly desirable; supplementary training or certification in contract management, risk management, or public sector procurement is considered an asset.
- Minimum of 7–10 years of progressive experience in procurement, contract administration, inventory management, and process improvement, preferably in a public sector or municipal environment.
- Minimum of 5 years of experience in a supervisory, leadership, or senior advisory capacity, supporting procurement, contract management, or resource planning functions.

- Demonstrated ability to lead cross-functional projects, including process documentation, service optimization, and system implementation initiatives.
- Strong knowledge of contract law principles and contract administration practices, including risk allocation strategies such as indemnities, limitation of liability, insurance requirements, and performance/security provisions.
- Applied knowledge of insurance requirements in procurement and contracting, including review and interpretation of certificates of insurance, additional insured endorsements, and alignment of coverage with contractual risk.
- Strong understanding of procurement legislation, trade agreements, municipal by-laws, policies, and industry standards, with the ability to ensure compliance and mitigate organizational risk.
- Demonstrated ability to identify, assess, and manage operational, financial, and contractual risks, and integrate risk management considerations into procurement processes and decision-making.
- Strong analytical skills with the ability to evaluate procurement submissions, assess value and risk, identify inefficiencies, and develop practical, strategic solutions.
- Experience developing and implementing procurement policies, procedures, templates, and standard documentation, including contracts and SOPs.
- Expertise in establishing and managing supplier agreements, evaluating bids, monitoring vendor performance, and resolving contract-related issues.
- Experience with ERP systems, digital procurement platforms, contract management tools, and inventory management systems; experience supporting system implementation or integration is an asset.
- Proven track record in conducting service delivery reviews, audits, and performance evaluations, and implementing continuous improvement initiatives.
- Exceptional communication and relationship-building skills, with the ability to collaborate effectively across departments, provide guidance on procurement and contract matters, and manage external vendors.

**SALARY:**

\$75,000 – \$90,000 annually, commensurate with experience and qualifications.