



# BUYER

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**COMPETITION: #2329-50175441**

**STATUS:** Temporary full-time  
**DURATION:** One year (*assignment may be extended or reduced for operational reasons or due to circumstances that could not be foreseen at the time of posting*)  
**HOURS OF WORK:** Monday to Thursday, 8:00 a.m. to 5:00 p.m.  
**SALARY:** Pay Grade 21 - \$34.23 to \$40.29 per hour  
**COMPETITION END DATE:** Thursday, March 23, 2023

Responsible for purchasing work in the procurement of a clearly defined range and variety of goods and services required for the VPD. Responsible for processing requisitions, preparing and issuing requests for quotation, evaluating bids, and placing orders. Establishes and maintains liaison with a variety of internal and external contacts, and provides information to client departments on departmental policies and practices.

## ESSENTIAL DUTIES

- Processes purchase requisitions for a clearly defined range and variety of materials, supplies, services and/or equipment; checks completeness and accuracy of requisitions; locates sources of supply; assembles technical data; obtains price and availability information; evaluates bids and obtains clarification where required; awards bids and issues purchase orders and contracts
- Independently or in conjunction with client departments prepares and issues requests for quotation, including required specifications and evaluation criteria; evaluates alternatives based on various criteria such as conformance to specification, price, quality and availability
- Perform market research and obtain quotations
- Expedites receipt of goods and services as required
- Provides information and assistance to departmental staff and suppliers on purchasing problems and requirements related to requisitions
- Provides assistance to senior staff on major procurement activities
- Maintains purchasing records and prepares statistical and informational summary reports
- Performs related work as required

## KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge of purchasing practices, procedures, policies, and regulations governing the work performed
- Working knowledge of the sources, types, quantities, and prices of goods, services, and commodities purchased
- Working knowledge of market conditions and price trends
- Working knowledge of the functions and requirements of the various departments served
- Ability to evaluate quality and price elements, and determine suitability of goods, services, and commodities
- Ability to prepare request for quotation documents for a variety of products and services in accordance with specifications and evaluation criteria
- Ability to establish and maintain liaison with a variety of internal and external contacts, and to resolve routine concerns
- Ability to prioritize and process time-sensitive purchase requisitions and related requests
- Ability to create and format bid tabulations, and to prepare and maintain records and reports related to the work
- Ability to provide assistance to senior staff on procurement matters
- Skill in the use of software used in the work



## EXPERIENCE

### Required:

- Considerable experience in public sector procurement or an equivalent combination of training and experience
- Considerable related procurement and contract management experience

### Preferred:

- Experience in public sector procurement – within the last five years
- Experience working in a policing environment or public safety sector
- Knowledge of law enforcement equipment
- Experience working with SAP database or other ERP system
- Experience in handling firearms and ordnance in a safe and secure manner

## EDUCATION

- Completion of Grade 12
- Courses related to the work, such as those of the Supply Chain Management Program of the Purchasing Management Association of Canada

## OTHER REQUIREMENTS

- Valid BC driver's licence
- All employees must maintain their enhanced security clearance while employed with the Vancouver Police Department, which will be renewed every five years or as required

## SELECTION PROCESS

Candidates may be required to take a written test.

**NOTE: This position falls under the jurisdiction of Teamsters Local 31.**

***We thank all applicants, however, only those shortlisted will be contacted.***

Applicants should submit a resume via email by 4:30 p.m. of the closing date. **Resumes should indicate clearly the competition number on the subject line in the email**, and be made to the attention of Human Resources Section, via email [vpd.civilian.jobs@vpd.ca](mailto:vpd.civilian.jobs@vpd.ca).