



The Town of Newmarket, Legal & Procurement Services  
Requires a **Manager, Procurement Services**  
RFT (35 hours per week)

### About Newmarket

Newmarket, Ontario is a vibrant and forward-thinking community that leads with care. As one of the most densely populated municipalities in the province, we're proud to embrace bold, community-centered initiatives—like transforming the historic Mulock Property into our very own Central Park and revitalizing urban corridors to enhance livability and connection.

Our culture is unique and intentionally crafted through collaboration, inclusion, and a shared leadership commitment to creating an environment for extraordinary public service. Our award-winning *Leadership Essentials* program was designed to provide our leaders with the tools and expectations that are key to an employee experience that is well beyond the ordinary. This “made in Newmarket” initiative earned Newmarket the 2025 CAMA Inspiring Workplace Award.

We value flexibility and wellbeing, offering options like hybrid work, compressed workweeks, and flexible hours to support work-life balance. Newmarket is a place where innovation thrives, and where employees are empowered to grow, contribute, and make a meaningful impact in a welcoming and inclusive environment.

Join us in shaping a community that's truly *well beyond the ordinary*.

### Job Description

Under the direction of the Director, Legal & Procurement Services, the Manager, Procurement Services is responsible for the management and implementation of the work and the achievement of the objectives within Procurement Services Department. This position oversees the procurement of all goods, services and construction for all Town departments and facilities, the Newmarket Public Library, Elman Campbell Museum, Newmarket Hydro, and Central York Fire Services.

### Credentials

- Post-secondary degree in business, commerce or courses in materials handling or related field or a combination of education and demonstrated progressive public procurement experience to a senior level in a municipal environment or an equivalent combination of education and experience.
- Professional designation from a recognized professional purchasing association, such as a Certified Professional Public Buyer (CPPB) and / or Certified Public Procurement Officer (CPPO) and / or Supply Chain Management Professional (SCMP). designation plus progressive public purchasing experience at a senior level
- Class "G" Driver's Licence in good standing and reliable vehicle for use on corporate business.
- Due to the responsibilities of this position a Police Information Check satisfactory to the Town is required.

### Knowledge/Skills Required

- Progressively responsible experience at a senior management level.
- Excellent knowledge of procurement best practices, risk management, contract law, project management techniques and all legislation applicable to municipal public procurement.
- Skilled in building relationships and delivering excellent customer service; consultative, negotiation, project management, problem-solving, analytical and presentation skills.
- Excellent verbal and written communication skills.
- Thorough knowledge of budget preparation and management.
- Proficient in the use of MS Office (e.g. Word, Excel, PowerPoint and Outlook) as well as knowledge of electronic tendering and bidding software.
- In depth knowledge of public procurement best practices.

- Previous knowledge of and proficiency in public procurement in relation to trade agreements, federal, provincial and municipal laws.
- Ability to plan and put into practice risk management principles in the awarding of procurement related contracts; such as evidence of Workplace Safety and Insurance Board coverage, Occupational Health and Safety legislative requirements, Insurance requirements and limits, required or recommended bonding in order to carry out contracts for the Town.
- Ability to develop and implement policies and procedures and to contribute to corporate strategic objectives with integrated procurement strategic plans.
- Demonstrated ability to support departments with the negotiation of simple and complex procurement contracts
- Knowledge of applicable legislation, bylaws, legal proceedings and the ability to interpret legislation such as Accessibility for Ontarians with Disabilities Act (AODA), Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Occupational Health and Safety Act as well as the Employment Standards Act.

**Salary:** \$116,312 - \$145,390

### **How do I apply?**

Please apply online at [www.newmarket.ca](http://www.newmarket.ca) by 5:00 p.m. on **November 10, 2025**, quoting the file number **25-248**.

The Town of Newmarket is committed to accommodate all applicants in accordance with the Ontario Human Rights Code for all employment activities including the recruitment process. Please no phone calls.