



Freedom to Belong and Discover

Please send application to recruit@hpl.ca on or before Thursday, November 27, 2025, by 11:59 p.m. Please quote the job title, department or location, and position number.

JOB TITLE:	Procurement Specialist
PAY BAND:	Grade F (\$39.071 to \$45.966 hourly)
POSITION STATUS:	Permanent, Full-Time (Union)
POSITION #:	PS2026
LOCATION:	Business Office, Central Library Branch (Travel to and from Library branches may be required)
START DATE:	As soon as possible.
SCHEDULE:	35 hours per week, up to two (2) evenings per week and Saturday/Sunday rotation.

JOB SUMMARY:

Reporting to the Director of Finance, the Procurement Specialist will assist in the procurement financial operations of the Hamilton Public Library. The Procurement Specialist will work collaboratively with all departments to ensure accounting guidelines and procurement procedures are understood and followed accurately. This role will assist staff and manage procurement data while ensuring the integrity of the City of Hamilton procurement by-laws as well as the direction of the Hamilton Public Library Board. These responsibilities include but are not limited to full procurement cycle related to required purchases as well as procurement management and project reporting. This role will be the leader in procurement and project updates working with the City of Hamilton as well as all HPL staff. The Procurement Specialist is part of the HPL Business/Finance Team.

JOB DUTIES:

Responsible for performing and overseeing the daily management of all procurement records, reviewing that all procurement requests have been recorded and submitted properly to the City of Hamilton for review.

Assists in the development of analytical tools to support proper procurement functions and procedures.

Liaise with the City of Hamilton as it relates to any Procurement matters such as requests for quotes, requests for proposals, purchase order requisitions and provide input on any related policy matters that affect the Hamilton Public Library.

Responsible for procurement of goods and services in accordance with applicable laws and regulations.

Administer the reporting of financial data as it relates to procurement to the Senior Leadership Team and other employees of HPL via written and verbal communication.

Support the management of capital projects – yearly and multi-year business plan.

Create, execute and complete competitive procurement process including but not limited to Request for Quotes, Request for Proposal and Purchase Order Request

Provide support to the administration and development of the financial tracking of procurement/capital systems

Monitor and manage the performance of vendors, including providing detailed reconciliations when required.

Participate in cross-departmental teams and regularly act as the lead on certain projects as requested by Departments.

Responsible for the preparation and timely submission of financial reporting data as it relates to procurement

Assist with ensuring knowledge of ethics, policies, procedures and relevant legislation with other staff and provide direction to other departments on procurement processes.

Assist in undertaking various ad hoc and special projects as directed by the Senior Leadership Team.

Support the research and development of recommendations in HPL's financing strategies that are in accordance with City policies and guidelines.

Provide a high accuracy to attention to detail ensuring strong data integrity.

Assist with the knowledge of applicable tax policies and the impact of those policies to HPL.

Conduct the creation of project numbers as well as cost allocation of projects and timely reporting.

Prepare calculations, journals and remittances that will assist with the completeness of the financial statements.

Develop processes and policies, ensure effective controls and manages client relationships related to the financial stability of HPL.

Performs other duties as assigned which are directly related to the major responsibilities of the job.

MINIMUM QUALIFICATIONS:

Educational Requirements:

Two (2) year college diploma from an accredited college or university with major coursework in public or business administration.

Certified Professional Public Buyer (CPPB or Certified Supply Chain Management Professional (CSCMP), or a Certified Professional Purchaser (CPP) is considered an asset.

Experience:

1-2 years of direct purchasing experience

Experience in Municipal or government procurement is highly desirable

Knowledge of the principles of general management, business administration and procurement.

Highly developed technical, organization and problem-solving skills.

Excellent knowledge of computer software applications, budget systems and emerging trends and related systems.

Working knowledge of Word, Excel, PowerPoint, Outlook, other equivalent budgets systems and software.

Ability to develop effective and cooperative working relationships with departments, peers and vendors.

General knowledge of municipal growth funding tools development process and capital and operating budgeting planning and reporting.

Successful negotiation skills, problem resolution oriented, good analytical skills

Must have experience working in a computerized accounting environment.

Experience in the finance/accounting section of a large unionized and highly diversified public or private sector section

Excellent interpersonal and communication skills with the ability to deal diplomatically with all levels of management, staff and public.

Skills / Competencies:

Demonstrates skill in communicating and presenting information, writing, consulting and practicing active listening [COMMUNICATION]

Displays a strong commitment to service excellence, understands service objectives, recognizes diverse customer needs and works collaboratively to develop customer-focused programs and service [CUSTOMER SERVICE FOCUS]

Analyzes and evaluates situations and issues, recognizes problems, anticipates consequences and develops appropriate courses of action [JUDGEMENT]

Displays a commitment to continuous learning in order to remain current with the library's policies and procedures, relevant legislation, trends, best practices and professional knowledge [KNOWLEDGE]

Effectively relates and engages others in the achievement of objectives and advocates for the role and mission of the library within the community and demonstrates team leadership and credibility [LEADERSHIP]

Prioritizes activities and works effectively independently, as part of a team and leading others, sets and achieves or surpasses goals [RESULTS ORIENTATION]

Job-specific competency statements will appear in job descriptions as appropriate, in addition to these competency statements, see job description for descriptions of job-specific competencies [JOB SPECIFIC COMPETENCIES]

Physical Requirements:

Physical ability and stamina to operate relevant equipment, to retrieve materials and to perform tasks involving the lifting and movement of library materials and equipment.

Legislative Requirements:

Works in accordance with all applicable Occupational Health and Safety, Employment Standards, Human Rights, Labour Relations and Pay Equity legislation and all other relevant legislation.

Organizational Requirements:

Adheres to policy and legislation identified in the Hamilton Public Library Policy and Procedures Manuals.

HPL employees and users of HPL cloud-based applications are required to use Multi-Factor Authentication (MFA) as an essential measure to enhance the protection of

HPL's technology assets. MFA augments technological security by requiring two steps for full authentication. Employees who do not have a Library-provided cellphone are expected to use their personal cellphone or internet connected device to satisfy the MFA requirement consistent with HPL policies and procedures.

Please be aware the selection process may involve any of interviews, test, and presentations or any combination thereof.

Internal applicants who are successful for a position will have a maximum of **72 hours** to accept or decline an offer, barring unforeseen circumstances to be evaluated on a case-by-case basis, from the date of offer (excluding Sunday and Statutory Holidays).

The Hamilton Public Library is an equal opportunity employer that is committed to inclusive, barrier free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation