



IVGID Job Announcement

IVGID is currently accepting applications for a **Contracts & Purchasing Manager**. This is a full time, year round, salaried (exempt) position with the Finance/Administration team.

Compensation: \$4,430 - \$5,317 bi-weekly salary, DOE/DOQ (\$115,180 - \$138,242 annual)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

Create a profile, submit online application (attach resume) at www.yourtahoepace.com/jobs
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoepace.com 775-832-1100

Deadline to Apply: Open Until Filled - *We are an Equal Opportunity Employer*

Date Posted: 10.22.24

SUMMARY

Under the general direction of the General Manager, this position is responsible for leadership, direction, and organization of the Incline Village General Improvement District's (IVGID) strategic sourcing and purchasing programs, and is responsible for the negotiation and oversight of contracts for the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Manages Procurement's operating budget, including resource levels, salaries, expenses, and training.
2. Manages, reviews and administers District purchase orders and contracts, ensuring District compliance with applicable federal, state and District policies relative to procurement and contracting.
3. Oversees the procurement processes to ensure the departments across the District have the resources needed to operate. This includes managing supplier relationships, approving purchase orders, and monitoring inventory levels.
4. Analyzes market trends and technologies to boost cost savings. Identifies and implements cost-saving opportunities without sacrificing quality or service.
5. Builds strong relationship with suppliers and internal departments.
6. Manages Supplier Bid Process, partnering with applicable IVGID personnel in the preparation of bid documents with terms, conditions and specifications for products or services for publication; advertises request for bid or RFPs; opens all bids submitted in a public forum; reviews and evaluates the merits of each bid in order to make recommendations for preferred suppliers and best value to the District.
7. Drafts, assesses risks, negotiates and executes contracts, agreements and MOUs by working closely with the Finance team to ensure financial obligations related to contract and purchasing management are met.
8. Creates and maintains IVGID's contract management system. Ensures compliance with contract terms and the renewals of contracts, agreements and MOUs. Establishes workflows related to specific contracts, including maintaining records for correspondence and documentations in relation to established contracts, agreements and MOUs.

9. Develops and manages Procurement policies and procedures for use in the administration of purchasing functions and activities.

10. Evaluates operational performance, reviews work methods and procedures and implements changes in work processes to enhance efficiency.

11. Ensures purchase requisitions are accurate and adhere to federal, state and Special District requirements, and policies and procedures of the District.

12. Develops Strategic Sourcing strategy to delivery maximum value and savings from District procurement and contract expenditures.

13. Provides interpretation and advice for other District departments and venues regarding compliance with purchasing and contracting processes, procedures and laws.

14. Manages supplier relationships to ensure the timely, cost-efficient acquisition and delivery of required commodities and services.

15. Partners with District management, legal advisors and, as necessary, members of the Board of Trustees to mitigate common contract management risks, such as financial, legal, and security risks.

16. Manages staff assigned to procurement and contract administration and is responsible for the overall direction, coordination and evaluation of the group. Performs supervisory duties in accordance with the District's policies and applicable laws, including interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION/EXPERIENCE

- Bachelor's degree in Supply Chain Management, Business Administration, Accounting or related field required from an accredited college or university.
- Five years of experience performing procurement duties, preferably in a government agency.
- Five years of demonstrated contract negotiation management.
- Demonstrated track record of delivering value and savings through sourcing and negotiating strategies.
- Two years' supervisory experience; or an equivalent combination of training and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

- Valid Driver's License.
- ISM or CPPO preferred but not required.

COMPREHENSION/COMMUNICATION SKILLS

- Ability to read, analyze, and interpret professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present technical information in a manner easily understood by end users when responding to inquiries from employees, suppliers, the general public and the Board of Trustees.
 - The duties and responsibilities of this position necessitate the use of a District provided cellular phone.

OTHER SKILLS OR ABILITIES

- Excellent organizational, analytical, communication, customer service and problem solving skills.
- Excellent negotiation and presentation skills.
- Excellent conflict resolution skills.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Demonstrated leadership and supervisory skills.

- Must be self-motivated and show a high level of initiative while working and managing a wide spectrum of technologies, applications and projects.
- Ability to establish and maintain good working relationships; adaptable and flexible, showing ability to deal with changing circumstances in a positive manner.
- Detailed oriented with the ability to handle confidential information.

PHYSICAL DEMANDS

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job:

- Strength, dexterity, coordination, to use keyboard and video display terminal for prolonged periods.
- Strength and stamina to bend, stoop, sit, and stand for long periods of time.
- Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level.
- Some bending, squatting, and stooping to access files and records is necessary.
- The manual dexterity and cognitive ability to operate a personal computer using word processing and databases.
- The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.
- Ability to appropriately handle stress and interact with others, including supervisors, coworkers, employees, and the public.
- Maintain regular and consistent punctuality and attendance. Light lifting (up to 25 pounds) is occasionally required.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position functions indoors in an office type environment where most work is performed at a desk. Position may require occasional travel by car to carry out deliveries or pick up material. Work environment is generally clean with limited exposure to conditions such as dust, fumes, noise, or odors. Frequent interruptions to planned work activities occur.