



## IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for a **Management Analyst – Procurement**. This is a full time, year round, salaried (exempt) position with the Finance team.

**Compensation:** \$3,338 - \$4,674/bi-weekly salary, DOE/DOQ (\$86,798 - \$121,514 annual)  
*(listed min. – max. of range)*

**Benefits:** Hybrid work schedule *(manager to provide details)*  
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  
Twelve paid holidays  
Recreation & Food Discount privileges

**How to Apply:** Create a profile, submit an online application (attach resume) at [www.yourtahoeplace.com/jobs](http://www.yourtahoeplace.com/jobs)  
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@ivgid.org](mailto:jobs@ivgid.org) 775-832-1100

**Internal Deadline** OPEN UNTIL FILLED  
**To Apply:** *We are an Equal Opportunity Employer*

**Date Posted:** 03/04/2026

### SUMMARY

Under the general direction of the Finance and Public Works Department, this position performs advanced level analysis and coordination of procurement, purchasing, contracting, and financial workflows for the District. This position ensures procurement activities align with regulatory compliance, financial policies, and organizational goals, and works closely with departments and vendors to improve efficiency and value during the procurement process.

**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. Reviews and monitors requisitions, purchase orders, and contracts for compliance with District policies, financial controls, NRS-Nevada Revised Statutes, federal/state compliance and applicable laws. Ensures that procurements and related documents are accurate and adhere to federal, state and District purchasing and contracting laws, policies, processes and procedures.
2. Oversees the procurement processes, develops and manages policies and procedures to ensure the departments across the District have the resources needed to operate and adhere to compliance requirements. This includes managing supplier relationships, vendor performance, approving purchase orders, and monitoring inventory levels.
3. Supports ERP configuration and integration for procurement and purchasing modules, contract and bid management; ensures accurate data entry and workflow alignment with financial systems. Implements changes in work processes to enhance efficiency.
4. Manages the full procurement lifecycle, including solicitation, execution, amendments, renewals, and close-outs; administers, updates, and maintains the District's contract management system throughout the procurement lifecycle.
5. Analyzes and reconciles financial and statistical information, including contracts, purchase orders and invoices. These may include non-expense categories such as inventory, detailing fixed assets and construction in progress to monitor costs and ensure proper allocation. Provides monthly accounting close activities and preparation and review of monthly financial reports related to District Capital projects.
6. Provides contract administration assistance for Public Works; manages state/federal compliance, including without limitation, NRS 332 and NRS 338, prevailing wage, build/buy American, and DBE compliance.
7. Assists with the financial, managerial, and maintenance of grant and/or loan funded projects to meet requirements of the funding agency.

8. Stays current with purchasing and procurement legislation affecting District practices; participates in the Northern Nevada Consortium for Cooperative Purchasing to stay current with legal requirements and best practices.
9. Contributes to a culture of service excellence through cross-departmental collaboration and responsive communication.
10. Represents the District with professionalism and integrity in interactions with vendors, partners, and the community.
11. Analyzes market trends and technologies to boost cost savings. Identifies and implements cost-saving opportunities without sacrificing quality or service.
12. Builds strong relationships with suppliers and internal departments. Manages supplier relationships to ensure the timely, cost-efficient acquisition and delivery of required commodities and services.
13. 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.
14. 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.
15. Creates and maintains IVGID's contract and bid 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 documentation in relation to established contracts, agreements and MOUs.
16. 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. Provides interpretation and advice for other District departments and venues.

## **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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION/EXPERIENCE**

The following is required: Bachelor's degree in Business Administration, Finance, Accounting, Public Administration, or a related field and five years of experience in procurement (preferably at least one year in the public sector), or an equivalent combination of education and experience that enables the individual to perform the essential job functions above. Experience with ERP systems (e.g., SAP, Tyler Munis, Oracle, Workday) is also a plus.

## **CERTIFICATES AND LICENSES**

The individual must possess a valid driver's license and be able to pass a criminal background check. They are expected to become a member of the Nevada Consortium for Cooperative Purchasing within two years of hire.

## **OTHER SKILLS AND COMPETENCIES**

- The following additional skills and competencies are required:
- 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.
- Advanced proficiency in Microsoft Excel and Word.
- Strong understanding of public procurement rules, contract law and budgetary controls.
- Ability to manage multiple priorities and projects in a fast-paced, regulated environment.
- Demonstrated attention to detail, critical thinking and commitment to data integrity.
- Working knowledge of LCP Tracker software (within a reasonable time after hire).

## **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 are 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 accommodation 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.