



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/Accounting 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
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 775-832-1100

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

Date Posted: 10/30/2025

SUMMARY

Under the general direction of the Finance Manager, this position performs advanced-level analysis and coordination of procurement, purchasing, contracting, and financial workflows. The role supports fiscal accountability through strategic sourcing, ERP system integration, and budget monitoring. This position ensures procurement activities align with Federal and State, regulatory compliance, IVGID 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 and applicable laws.
2. Conducts spend analysis, cost benchmarking, and trend forecasting to support data-informed procurement decisions.
3. Supports ERP configuration and integration for procurement and purchasing modules; ensures accurate data entry and workflow alignment with financial systems.
4. Develops and maintains procurement dashboards and analytical reports to track KPIs, savings, and vendor performance.
5. Identifies and recommends process improvements to streamline procurement procedures and improve stakeholder satisfaction.
6. Evaluates vendor performance and assists departments with supplier selection and issue resolution.
7. Works collaboratively with operations managers on recurring purchases and bulk acquisitions to ensure efficiency and cost-effectiveness.
8. Drafts, negotiates, and administers contracts, purchase agreements, and MOUs in collaboration with Legal and Finance departments.
9. 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.
10. Ensures compliance and documentation integrity in connection with procurement-related functions; assesses, anticipates, and ameliorates compliance risk; ensures procurement activities align with fiscal and legal requirements, and elevates appropriate compliance items to senior leadership and counsel as appropriate.

11. Facilitates training and guidance to departments on procurement-related matters; provides technical assistance, policy interpretation, and compliance guidance to departments and internal stakeholders.
12. Prepares and manages public solicitations (RFPs, IFBs, RFQs), including posting, opening, and evaluating proposals for best value.
13. Maintains documentation within the EERP system for all contracts and bidding procedures.
14. Assists with development, forecasting, and reconciliation of procurement-related budgets; monitors spending against approved budgets; performs variance analysis, cost modeling, and expenditure tracking to support budget control and financial reporting; assists in fiscal year-end close-out and audit preparation by compiling procurement-related documentation and reconciliation reports.
15. Supports ERP implementation and ongoing system upgrades related to financial and procurement modules, ensuring data integrity and reporting accuracy.
16. 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.
17. 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.
18. Provides technical assistance, policy interpretation, and compliance guidance to departments and internal stakeholders.
19. Contributes to a culture of service excellence through cross-departmental collaboration and responsive communication.
20. Represents the District with professionalism and integrity in interactions with vendors, partners, and the community.
21. Understands and utilizes District contracted vendors (e.g. Planet bids) for bidding solicitations.

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:

- Advanced proficiency in Microsoft Excel.
- Strong understanding of public procurement rules, contract law, and budgetary controls.
- Exceptional analytical, problem-solving, and communication skills.
- 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 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

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. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.