



IVGID JOB ANNOUNCEMENT

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

Compensation: \$3,338 - \$4,006 bi-weekly salary, DOE/DOQ (\$86,798 - \$104,166 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
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 To Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 10/22/2025

SUMMARY

Under the general direction of the Finance Manager, the Procurement Purchasing & Contract Management Analyst 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 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 purchase requisitions and orders 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 purchasing procedures and improve stakeholder satisfaction.
6. Evaluates vendor performance and assists departments with supplier selection and issue resolution.
7. Oversees inventory tracking protocols and systems used to manage recurring purchases and bulk acquisitions.
8. Drafts, negotiates, and administers contracts, purchase agreements, and MOUs in collaboration with Legal and Finance departments.
9. Manages the full contract lifecycle, including solicitation, execution, amendments, renewals, and close-out.

10. Maintains the District's contract management system, ensuring compliance, documentation integrity, and timely renewals.
11. Supports risk assessments related to procurement contracts and ensures terms and conditions align with fiscal and legal requirements.
12. Facilitates training and guidance to departments on contract procedures, obligations, and risk mitigation strategies.
13. Coordinates with vendors and legal counsel to resolve contract disputes, issues, and compliance violations.
14. Prepares and manages public solicitations (RFPs, IFBs, RFQs), including posting, opening, and evaluating proposals for best value.
15. Maintains documentation within the EERP system for all contracts and bidding procedures.
16. Assists with development, forecasting, and reconciliation of procurement-related budgets; monitors spending against approved budgets.
17. Performs variance analysis, cost modeling, and expenditure tracking to support budget control and financial reporting.
18. Collaborates with Finance to ensure procurement activities align with the District's financial planning and reporting frameworks.
19. Assists in fiscal year-end closeout and audit preparation by compiling procurement-related documentation and reconciliation reports.
20. Supports ERP implementation and ongoing system upgrades related to financial and procurement modules, ensuring data integrity and reporting accuracy.
21. Provides technical assistance, policy interpretation, and compliance guidance to departments and internal stakeholders.
22. Contributes to a culture of service excellence through cross-departmental collaboration and responsive communication.
23. Represents the District with professionalism and integrity in interactions with vendors, partners, and the community.

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 Business Administration, Finance, Accounting, Public Administration, or related field.
- Five (5) years of experience in procurement, purchasing, finance, or contracts—preferably in a public sector environment.
- Experience with ERP systems (e.g., SAP, Tyler Munis, Oracle, Workday) is required.

CERTIFICATES AND LICENSES

- Certified Professional in Supply Management (CPSM), Certified Public Procurement Officer (CPPO), or equivalent.
- Certified Public Accountant (CPA) or finance-related certification preferred but not required.
- Valid driver's license.
- Must successfully pass a State of Nevada/Federal fingerprint background check due to access to sensitive records or vulnerable populations.

OTHER SKILLS AND COMPETENCIES

- Advanced proficiency in Microsoft Excel, Word, and reporting/analysis tools (e.g., Power BI, Tableau).
- 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.

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.