

INGHAM INTERMEDIATE SCHOOL DISTRICT

Position Announcement

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| Job Title: | REMC SAVE Bidding Specialist - Remote | | |
| Location: | Remote | Start Date: | January 2022 |
| Salary Range/ Level: | \$46,168 to \$64,422 (commensurate with experience) 2021-22 IIPSA Salary Schedule | Terms of Employment: | 52 weeks/year, 5 days/week, 8 hours/day |
| Date Posted: | Wednesday, October 6, 2021 | Application Deadline: | Monday, October 25, 2021 |
| Application Process: | A COMPLETED ONLINE APPLICATION IS <u>REQUIRED</u> . (See application instructions at Ingham ISD under Employment.) | | |
| Ingham Intermediate School District | | | |
| <p>Ingham ISD is a dynamic organization, committed to providing a wide variety of quality educational supports to school districts, children and families. We coordinate and deliver services and programs focused on student achievement, leadership and collaboration to advance excellence in education. While improving educational outcomes in our community, we likewise challenge our staff to grow personally and professionally. We are looking for team members who will support our mission to lead and serve in education and who will contribute to our culture of innovation. Diversity, equity and inclusion are important to our organization. We encourage applicants from underrepresented groups (e.g. race, gender, sexual orientation, disability, etc.) that will contribute to the enrichment of ideas and perspectives and best support those we serve.</p> | | | |
| Job Description | | | |
| What You'll Do | | | |
| <p>Under the direction of the REMC SAVE Project Director and working collaboratively with the REMC SAVE team, this position will be responsible for bidding and assisting with Invitations to Bid for REMC SAVE. REMC SAVE is a statewide service of the REMC Association of Michigan to school districts and other public agencies.</p> <ul style="list-style-type: none"> • Coordinate, develop and analyze bids related to SPOT Connect requests and any other bid as requested by the REMC SAVE Project Director. Make award recommendations to the REMC SAVE Project Director. • Effectively communicate with statewide constituents. • Review vendor/contract terms and conditions to ensure they meet requirements and monitor compliance of the terms and conditions. Communicate with vendors as needed. • Coordinate bids in compliance with state school code, state purchasing policies, REMC Association procedures and Ingham ISD Board Policy. | | | |

- Conduct statewide training for SPOT Connect and REMC SAVE services.
- Work with REMC SAVE staff, REMC Association staff and REMC Directors to assist with the development and implementation of comprehensive and effective marketing plans based on research, data and constituent needs.
- Assist with benchmarking of best practices to advise REMC SAVE Project Director of the potential for improvements in existing services and the potential for development of new services.
- Performs other duties as assigned.

What You'll Bring

Need to Have

- Bachelor's degree required. A degree in business is preferred.
- One to three years of recent and relevant successful experience in applying best practices to business and/or purchasing practices.
- Demonstrates ability to learn, understand, interpret and apply rules, policies and procedures.
- Analytical abilities for problem solving, ability to develop recommendations based on objective evaluation.
- Ability to implement new initiatives for continuous improvement of processes and services.
- Advanced skills with technology tools to create and generate documents, presentations, spreadsheets and reports in a user-friendly manner.
- Demonstrated ability to apply systems thinking.
- Demonstrated effective writing and proofreading skills.
- Demonstrated excellent customer service skills.
- Ability to work both independently and cooperatively as a team member.
- Ability to effectively prioritize tasks to meet deadlines and balance competing priorities.

What We Offer

- Competitive wages
- Five health insurance plans to choose from
- Dental, vision and life insurance
- Long-term disability
- Paid leave time
- Retirement benefits
- Tuition reimbursement
- District-supported professional development

Working Conditions

Full time – 52 weeks, 40 hours/week

This position will primarily work from home. The staff member will need to occasionally attend bid openings and meetings in the Mid-Michigan area. The staff member will need a private work area and adequate power source as well as Internet speed of 20 mbps or higher. This position also requires some travel for exhibiting, for which the staff member must provide transportation.

Notice of Non-discrimination

It is the policy of Ingham Intermediate School District not to discriminate on the basis of race, color, national origin, gender/sex, age, disability, height, weight, marital status, or lack of English language speaking skills, in its programs, services or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 2630 West Howell Road, Mason, MI, 48854. (517) 244-1289.