



POSITION: President

SUPERVISOR: Administrative District Board of Education

JOB SUMMARY: Oversight and management of all aspects of the NIIPC.

JOB DUTIES: General Responsibilities

1. Manages Vice President and Secretary to fulfill all NIIPC related responsibilities
2. Main contact and liaison with all vendor partners.
3. Files all complaints with vendor partners.
4. Develops (collaboratively) and updates strategic goals of the cooperative.
5. Manages all intergovernmental agreements with Member Districts.
6. Assists Secretary in training and orientating all new members to NIIPC.
7. Consults in management of consolidated bids.
8. Development and updates of bid language
9. Maintains, updates, and communicates all vendor rollover
10. Keeps NIIPC members updated on any NIIPC related information.
11. Attends and assists in coordinating all advisory and meetings of the whole.
12. Audits all bid prices on a regular basis to ensure accuracy
13. Evaluates current cooperative purchasing to make sure coop members are not making any purchasing errors.
14. Attends training sessions as required to keep current on procurement laws.
15. Works with member District to solve any member issues.
16. Updates computer programs to meet record keeping requirement.
17. Maintenance of all hard copy and computer records/files
18. Updates and monitors NIIPC website, in relation to job responsibilities.
19. Access to Microsoft Office and NIIPC files at home.
20. Available for contact during business hours.

QUALIFICATIONS: Good knowledge of business English, spelling, modern office practices and procedures. Ability to maintain good working relationships with all community contacts, vendors, community organizations as well as other directors. Considerable skill in organizing work effectively and prioritizing demands in a timely manner.

Specialized procedures, self-directed with little or no supervision, substantially diversified procedures but with range of precedents covering many situations. Important interpersonal skills used for understanding, influencing, and/or providing service to others.

EDUCATION AND EXPERIENCE:

Competency at the excellence level in Access, Microsoft Office and Google Platform programs, required. Understanding of nutritional analysis software beneficial.