



POSITION: Vice President

SUPERVISOR: NIIPC President – Administrative District

JOB SUMMARY: Shall assume the duties of the President in the absence or the inability of the President to perform them. Provides support in all areas of the NIIPC bids/rollovers and Taste Testing.

JOB DUTIES: General Responsibilities

1. Management of consolidated bids which includes but is not limited too:
 - a. Updates of Member District Information as needed for RFP
 - b. Updates of Vendor Contact Information
 - c. Solicitation of bids
 - d. Attendance at all bid openings, required.
 - e. Evaluation of Bids
 - f. Prepares documents for bid award
 - g. Communication of bid results
2. Development and updates of bid language
3. Maintains, updates, and communicates all vendor rollover
4. Keeps NIIPC members updated on any commodity information in relation to purchasing.
5. Attends all advisory and meetings of the whole.
6. Attends training sessions as required to keep current on procurement laws
7. Communicates and develops processes for taste tests.
 - a. Contact vendors and members
 - b. Updates and communicates taste test protocol
 - c. Records and summarize data.
8. Maintenance of all hard copy and computer records/files
9. Updates and monitors NIIPC website, in relation to job responsibilities.
10. Access to Microsoft Office and NIIPC files at home.
11. Available for contact during business hours.
12. Other duties as assigned by the President.

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.