



# Alamogordo Public Schools

Human Resources Department

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[www.aps4kids.org](http://www.aps4kids.org)

## NOTICE OF VACANCY

**Business & Finance Chief Procurement Officer**

**Date of Notice:** April 5, 2019

<b>Exempt Position</b>		<b>Vacancy #:</b> 30-008
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### **Education, Experience, and Licensure Requirements:**

- Associates or Bachelor's degree desired or demonstrated ability to perform the duties as listed below
- Minimum of two (2) years' experience with procurement and contract preparation desired
- Must obtain certification as the Chief Procurement Officer from the State of New Mexico within six months after employment
- Must maintain certification as the Chief Procurement Officer every two years

### **Knowledge, Skills, and Abilities Required:**

- Knowledge of or ability to obtain knowledge of New Mexico Procurement Code
- Knowledge of or ability to obtain knowledge state and federal laws including the ability to interpret and apply rules, regulations, and standards to public schools
- Demonstrate a high degree of business management expertise
- Ability to assist in the development and implementation of strategies to improve District operating procedures
- Ability to work with changing priorities, regulations, and deadlines
- Ability to analyze situations accurately and to recommend necessary action
- Ability to work with changing priorities, regulations, and deadlines
- Ability to analyze problems, identify solutions, take appropriate action, resolve problems using independent judgment and decision-making processes, and bring issues to closure
- Ability to exercise good judgment and work in an environment with frequent interruptions and competing priorities
- Ability to multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an attention to detail and with accountability for work product
- Effective skills in planning and organization
- Demonstrate effective team member participation
- Proficiency in personal computer use, word processing, spreadsheets, and financial data entry
- Ability to perform a variety of specialized assignments requiring interpretation and analysis of work practices and procedures
- Ability to communicate, verbally and in writing, in order to maintain effective working relationships with staff, administrators, general public, vendors and contractors
- Ability to maintain high accuracy and attention to detail
- Ability to work independently with minimal supervision
- Ability to appropriately handle confidential matters
- Ability to perform essential job functions and job task requirements
- Ability to communicate and negotiate with vendors and contractors

**Position Available:** Immediately

**How to Apply:** OPEN UNTIL FILLED – will not close before April 15, 2019. Apply online at <http://www.applitrack.com/aps4kids/onlineapp> and indicate your interest in the position.

*Interested internal applicants must fill out an application on <http://www.applitrack.com/aps4kids/onlineapp>*

**Salary:** Twelve months (234 days) per contract year with appropriate placement on the Exempt Salary Schedule

**Conditions of Employment:** Ability to comply with the Immigration Reform and Control Act of 1986 and, upon an offer of employment, complete an Employee's Statement of Health and submit to a functional capacity evaluation at the District's expense to determine ability to perform job-related functions and fitness for duty. Any offer of employment is contingent upon satisfactory completion of all background, criminal, and reference investigations.

*The Alamogordo Public School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or veteran status in employment or the provision of services. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning the application of Title VI and Title VII of the Civil Rights Act, Section 504 of PL 92-112, and the Age Discrimination Act may be referred to the Superintendent of the Alamogordo Public Schools. The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with necessary, reasonable accommodations that do not impose undue hardship. It is the responsibility of the applicant or employee to inform the Director of Human Resources that an accommodation is needed.*