

Street Address: 805 East Twelfth Street, Second Floor, Alamogordo, New Mexico 88310  
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 Phone 575.812.6060 Fax 575.812.6069  
 www.aps4kids.org

## NOTICE OF VACANCY

**Procurement Assistant – Business/Finance Department**

**Date of Notice:** October 20, 2008

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

- High School diploma or equivalent
- Associate degree in related field preferred
- Minimum of three years experience directly related to accounting principles, purchasing, customer service, and New Mexico procurement code

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

- Knowledge of New Mexico purchasing procedures and procurement code
- Proficiency in personal computer use, word processing, spreadsheets, and financial data entry
- Ability to communicate and maintain effective working relationships with staff, administrators, and the general public
- Ability to perform a variety of specialized assignments requiring interpretation of work practices
- Ability to maintain high accuracy and attention to detail
- Ability to work independently with general supervision
- Ability to appropriately handle confidential matters
- Ability to perform essential job functions and job task requirements

**Position Available:** Immediately

**How to Apply:** OPEN UNTIL FILLED – will not close before November 3, 2008. Complete the District Classified Employment Application available online at [www.aps4kids.org](http://www.aps4kids.org), at all school sites, and at the Human Resources Department, 805 East 12<sup>th</sup> Street, second floor, Alamogordo, NM 88310. **Return completed applications to the Human Resources Department.**

*Internal applicants must complete a Classified Transfer Request form for this position and submit it to the Human Resources Department.*

**Salary:** Twelve months (237 days) per contract year and appropriate placement at Level IV of the District Classified Office 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.*