

POSITION ANNOUNCEMENT

NORTH SANPETE SCHOOL DISTRICT

Job Title: Purchasing Specialist/School Board Secretary

Location: North Sanpete School District

Department: Business/Finance Office

Contract: 237-day calendar, Monday - Friday

Position Overview

North Sanpete School District is seeking a detail-oriented and dependable Purchasing Specialist to support district-wide procurement operations. This position plays a key role in ensuring the timely and compliant purchase of goods and services that support students, staff, and school operations. The ideal candidate will have strong organizational skills, a commitment to customer service, and the ability to navigate purchasing processes in alignment with Utah State Procurement Code.

Key Responsibilities

- Process purchase orders and requisitions accurately and efficiently
- Ensure compliance with Utah State Procurement Code and district policies
- Review purchase requests for proper approval, budget availability, and coding
- Obtain quotes and assist with bid processes as needed
- Communicate with vendors and district staff to coordinate orders and resolve issues
- Track orders and ensure timely delivery of goods and services
- Maintain accurate purchasing records and documentation
- Assist with invoice reconciliation in coordination with accounts payable
- Support inventory tracking and fixed asset processes
- Provide guidance to staff on purchasing procedures and systems
- Prepare and post official School Board meeting agendas in a timely manner; attend all Board meetings to accurately record, transcribe, and maintain official minutes in accordance with district policy; and uphold the highest level of confidentiality regarding all discussions, materials, and proceedings.

Qualifications

- High school diploma required, associate or bachelor's degree in business or related field preferred
- 2–3 years of purchasing, accounting, or related experience preferred
- Knowledge of public procurement practices or Utah State Procurement Code is a plus
- Strong attention to detail and organizational skills
- Proficiency in Microsoft Office (especially Excel) and financial software systems (i.e. LINQ, KEV)
- Excellent communication and customer service skills
- Ability to manage multiple tasks and meet

deadlines

Salary and Benefits

- Salary based on district salary schedule and experience
- Eligible for district benefits package, including health, retirement (URS), and paid leave

Application Process

Please go to our new [Applicant Portal](#) and create an account or sign in to apply for this position.

Interested applicants should submit:

- Completed district application
- Resume
- Letters of recommendation

*****Closing Date: April 24th, 2026 @ 3:00 pm.*****

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North Sanpete School District is an equal opportunity employer. Applicants are considered on the basis of employment qualifications without regard to race, color, political affiliation, religion, sex, national origin, age, marital status, medical condition, or disability.