



www.NAPSM.org

May 2004

## Nevada Association of Purchasing and Supply Management



The ISM Affiliate Excellence Award was presented to NAPSM for 2003. This is the 3<sup>rd</sup> year in a row that our affiliate met the required criteria to receive this award.

The Affiliate Excellence Awards were established to recognize those affiliates that demonstrate excellence in their professional operations, educational offerings and recruitment, training, and retention efforts, while at the same time communicating the value and prestige of the Institute for Supply Management and the supply management profession. The selection will annually include designation of excellence for those affiliates that meet and surpass the core competencies.

Areas evaluated for the award are affiliate operations, educational opportunities, membership activities, communication and marketing.

NAPSM was recognized at the Annual International Supply Management Conference in Philadelphia, including announcement at the Volunteer Recognition Banquet. Presentation of a certificate at the Summer Leadership Training Workshop will be presented in Las Vegas. Best of all, we have the authority to use the special logo on all affiliate correspondence, programs, etc. signifying such excellence.

### **PREZ SAYS**

By Yolanda Jones, C.P.M., A.P.P.

It is that time of year again...time for the election of the Board of Directors! We have 7 vacancies and a great slate of volunteers ready to fill those slots. We just need you to decide who it will be. Watch your email for the official ballot. All voting will be done via the website with the results going directly to our Secretary, Terry Felix, C.P.M.

Once again NAPSM was recognized with the Affiliate Excellence Award in 2003. Thanks to all of our volunteers who commit countless hours to fulfill the mission of our association. Without them, we would not have the quality programs, seminars, website and newsletter. Thanks to all of the volunteers that make our affiliate a success!

# Calendar of Events

Date	Type	Description
May 26	Capitol Area Luncheon Meeting	"Legislative Issues for Purchasing and Supply Management", James Keenan, Douglas County Purchasing Department
June 10	Capital Area Satellite Seminar	"Improving Your Role With Effective Project Management", Washoe County School District Board Room, 425 E. Ninth St, Reno
June 11	Las Vegas Area Seminar	" <a href="#">Insuring Success Through Negotiation Preparation</a> " Bill Agee, Seminar Leader <b>RSVP Now!</b>
June 12	<b>Golf Tournament</b>	<b><a href="#">Las Vegas Golf Club</a> - \$50, (flyer) <b>RSVP Now!</b></b>
Postponed Temporarily	Las Vegas Area Satellite Seminar	"Controlling Costs by Controlling Your Inventory"
June 30	Capitol Area Luncheon Meeting	"Legal Issues With Electronic Commerce", Peter Siemoni, Esq., Deputy District Attorney, Washoe County District Attorney's Office
July 13	Las Vegas Area Dinner Meeting	"Future of McCarran International Airport"
July 28	Capitol Area Luncheon Meeting	"New Horizons for the Procurement Card", Jennie Johns, Merchant Service Specialist, Bank of America, NTSA

## ISM Events

Date	Type	Description
May 19-21	ISM Seminar	<a href="#">Fundamentals of Purchasing (3 day)</a> - Las Vegas
May 24-25	ISM Seminar	<a href="#">Advanced Purchasing Techniques</a> - Las Vegas

## Board of Director Meetings

Date	Time	Location
May 24	5:30 pm	Clark County School District offices, 4212 Eucalytus

# June 12 Golf Tournament

Don't forget to sign up for our 18<sup>th</sup> annual Golf Tournament. The cost is only \$50 per person. Remember to invite your suppliers. The flyer and details can be found on the website!

You can register online at [www.napsm.org](http://www.napsm.org).

## Announcements

### Election

Elections for Board of Directors will be the week of May 10th. You will be able to submit your ballot via the website. We look forward to receiving your vote.

### Membership Invoices

Each of you should have received your membership invoice from ISM via the mail a couple of weeks ago. This will be the only mailed copy you will receive. Please pay your invoice directly to ISM from this invoice. The due date for payment is June 1st. If payment is not received prior to June 1st, your membership will be deleted. You may reinstate your membership, however, a reinstatement fee will be assessed after 6 months. Renew Today!

### June 11, 2004 NAPSM Seminar

#### Insuring Success Through Negotiation Preparation

This 1-day seminar will help you prepare effectively for your next negotiation. Bill Agee is a highly experienced negotiator and seminar leader. He will provide you with the basics to ensure success as you prepare for your next negotiation session.

Location: Nevada Power Wengert Room

Cost: \$100

Seminar Leader: Bill Agee

Register online at [www.napsm.org](http://www.napsm.org)

### Printing Your Own Membership Card Is Now A Reality

ISM members and affiliates now have the option of printing their own membership card (new and replacements) whenever needed. Simply follow a few easy steps below:

#### For Members:

In the *Members Only* section, click on *Print Membership Card*. Your membership information will be merged onto the card and you are ready to print.

### June Satellite Seminar Will Help With Managing Your Projects

Business success often is the reward for effective project management. Whether you are working on a supply management project, one related to affiliate leadership, or as a satellite seminar site coordinator, you won't want to miss ISM's next satellite seminar, "Improving Your Role with Effective Project Management." This satellite seminar explores the necessary skill sets, essential steps and helpful techniques to enable you to incorporate project management into your job and meet challenges you may encounter along the "project management highway."

## **KUDOS!**

### **Congratulations to these Newly Certified Members!**

**James Park C.P.M.** – Recertification  
Town of Gardnerville

**Barry Wasson C.P.M.** – Lifetime Certification  
Nevada Power

**Ted Olivas C.P.M.** – Lifetime Certification  
Clark County Purchasing

**Gary Krolczyk A.P.P.** – New Certification  
Sierra Health Services

### **Welcome New Members!**

**Mark Logan**  
Contracts Administrator  
Housing Authority Clark County

**Damon Blue**  
Buyer/Planner  
Varian Medical Systems

**Danielle Culbert**  
Senior Buyer  
Clark County School District

**John Beal**  
Senior Buyer  
Clark County School District

## **Last Chance to sign-up and obtain your C.P.M./A.P.P. with a dynamic study group!!**

### **So how do I participate?**

Simply send an e-mail to [Kimberly.Lukasiak@swgas.com](mailto:Kimberly.Lukasiak@swgas.com) and say, "I want to be a C.P.M./A.P.P." Provide your name, contact phone number, and if Wednesday or Thursday night is better for you.

### **What is required?**

- Your commitment!
- Your dedication!
- Studying!
- Your Participation and Input in the Study Session!
- NAPSM membership is recommended!
- You will need to attend 6 study sessions per module, 24 sessions in total. (Wednesday or Thursday nights 5:30 p.m. – 7:30 p.m.)
- There is a \$50 fee per module study session, \$100 fee per module study session for non-NAPSM members.
- Purchase ISM's C.P.M./A.P.P. Study Guide 7<sup>th</sup> edition
- Purchase ISM's C.P.M./A.P.P. Volume 1 & 2 Diagnostic Kits
- Purchase World Class Supply Management, The Key to Supply Chain Management, 7th Edition, by Dobler, Burt & Starling

### **What do I need to do?**

- Make a commitment! The ultimate commitment... Your time
- Be a member of NAPSM, If you are not an NAPSM member go to <https://www.ism.ws/secure/membership/applyonline.cfm?affiliateID=25&Renew=No>
- Purchase materials for the C.P.M./A.P.P. study sessions at <http://www.ism.ws/shopping/SearchProducts.cfm>
- Attend all of the C.P.M./A.P.P. study session for each module (24 in total)
- Take the 4 ISM C.P.M./A.P.P. Module Tests
- Study, Study, Study.... And Study
- Did I mention that you need to make a commitment of your time to study???

### **When do the classes begin?**

**Wednesday May 5 or Thursday, May 6 @ 5:30 p.m.**

### **Where are the study sessions location?**

**International Reality**

**3050 East Desert Inn Road**

**Suite 102**

**Cross-streets are Pecos-McLeod and Desert Inn, behind the  
McDonalds**



CONVENTION AND VISITORS AUTHORITY

**Human Resources Dept:**  
3043 Joe W. Brown Drive  
Las Vegas, NV 89109  
(702) 892-7545

**Mailing Address:**  
3150 Paradise Road  
Las Vegas, NV 89109  
FAX (702) 892-7555

## Las Vegas Convention and Visitors Authority

### PROMOTIONAL OPPORTUNITY

#### BUYER

*All interested full-time employees of the LVCVA having the basic qualifications as outlined below may request a reassignment or request to compete for this position. Employee must have been in their current position for one year for reassignment or to compete. The request must be in written form, together with a personal resume. Forms may be obtained from the Human Resources Dept or in the forms directory. All requests must be approved as indicated on the forms.*

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

Performs purchasing duties, including locating sources of supply including outreach and utilization efforts for small, women-owned, disadvantaged and minority businesses, interviewing prospective bidders, and processing of requisitions and purchase orders using an automated purchasing system; assists in the preparation of technical specifications and standards for products including researching, assembling, maintaining and assuring completion of bid packages; determines methods of acquisition; purchases materials, supplies and equipment through the appropriate bidding methods within purchasing authority. Reviews, evaluates and recommends bid award. Advises internal customers about product and service availability and specification preparation; advises customers on legal requirements and policies and procedures established for procurement. Expedites orders and prepares bidder mailing lists. Must have a working knowledge of Nevada Revised Statutes as it applies to State and Local Government Purchasing. Performs routine conflict resolution. Prepares weekly, monthly and year-end reports.

#### QUALIFICATIONS

Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience. Accredited Purchasing Practitioner (A.P.P.) or equivalent highly desirable. Applicants with experience and/or accreditation will be given preference.

#### PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch or crawl. Regularly required to sit; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. There are no special vision requirements.

LVCVA is a public entity. Benefits include health, dental, vision, life, and LTD insurance; Personal Time Off; paid holidays; and Public Employees Retirement System. Equal Opportunity Employer.

#### GRADE

20 - \$17.45/hr

#### *OPENING DATE*

In House: May 3, 2004

#### *CLOSING DATE*

May 17, 2004