



## Upper Trinity Regional Water District

### Procurement/Risk Management Internship

**Hourly Starting Salary Range:** (DOQ)

**Direct Supervisor:** Procurement/Risk Manager

**Department:** Administration

**Position Function:**

Under general supervision, performs assigned duties in support of the Procurement & Risk Management division. The goal of the Procurement/Risk Management internship is to prepare students for future classes by providing real world experience.

**Typical/Essential Duties**

- Assists with formal and informal methods of acquisitions of materials, supplies and services.
- Assists with writing specifications, preparing and distributing Requests for Bid and Requests for Proposal packets.
- Assists with bid openings, evaluation of bids and proposals.
- Assists with current Risk Management projects.
- Performs additional duties as needed.

**Minimum Qualifications**

- High School graduate or GED equivalent.
- Actively pursuing a bachelor's degree in a related field (minimum of 2.5 GPA).

**Additional Skills & Requirements**

- Excellent verbal and written communication skills.
- Strong desire to learn along with a professional drive.
- Ability to take directions and absorb information quickly.
- Ability to multitask while maintaining accuracy and attention to detail.
- Ability to work independently.
- Ability to expand and improve problem solving skills.
- Ability to preserve confidentiality of information.

**Note:** All applicants must complete an application of employment and submit it to the District's Human Resources Department.