

POSITION OPENING

CHICO STATE | ENTERPRISES

25 Main Street, Suite 203 | Chico, California 95928-5388 | Phone 530-898-6811 | Fax 530-898-6021 | www.csuchico.edu/cse

POSITION: Program Administration Manager Level III (32-40 hours/week)

Full-Time / Benefitted / Exempt

RECRUITMENT ID: 782

LOCATION: Center for Healthy Communities (CHC), 25 Main Street. This position would likely be a combination of in office and remote work. Candidate must be a California resident at the start of the position.

COMPENSATION: Pay commensurate with experience and education

PAM III: \$73,694-\$104,936 salary. An employee new in this classification will typically start at the base of this range.

ESSENTIAL JOB FUNCTIONS: Under the direction of the supervisor and in collaboration with the CHC fiscal team, the Program Administration Manager (PAM III) will be primarily responsible for a range of specialized administrative and business activities including day-to-day fiscal and contract development, tracking and analysis, and compliance activities and communication with CHC staff, funders, subcontractors, community partners, Chico State Enterprises (CSE) staff, and university administrators. As a member of the PAM team, provides support for the organization's financial goals and funding portfolio, provides on-going technical assistance and support to Project Directors, Program Managers, and subcontractors regarding contract reporting and invoicing documentation, and helps to ensure overall financial health and contract stability.

In addition, the PAM III will:

- Support and lead subcontractor fiscal requirements and processes including invoicing and budget revisions.
- Manage pre-award and post-award fiscal requirements for individual projects which includes:
 - Track fiscal expenditures, provide invoice support including gathering and reviewing back up documentation
 - Develop budgets for proposals and/or subcontractors
 - Develop and submit budget revisions.
 - Support journal entries and cost share tracking.
- Provide input and fiscal analysis for overarching Center objectives including initiation of new concepts and strategies to conduct business
- Understand contract language and different types of contracts to support contract negotiation, execution, and/or amendments in collaboration with CSE and funders.
- Complete desk reviews and/or audits.
- Provide input and guidance for inquiries regarding contract obligations and revisions.
- Participate in CHC committees and/or Center-wide discussions and decisions.
- With minimal supervision and guidance, know funder and CSE guidelines and procedures to complete assigned tasks.
 - Ability to interpret and apply laws, regulations, and policies and provide recommendations for process improvement
- Be aware of program implementation impact on a budget, invoicing, and other fiscal or contractual requirements.
- Be strategic, forward thinking, and problem solve to enhance management of grants/contracts.
- Follow standard practices and procedures in analyzing situations or data.
- Mentor and supervise other members of the fiscal team, including student interns and staff.
 - Help keep tasks on track for team members and offer constructive feedback. Have an awareness of strengths and weaknesses of team members and self; able to align tasks/role to best suit strengths of team members; ensure staff cohesiveness and collaboration across teams.
 - Employs performance management strategies such as setting individual and team goals, reviews and assesses progress toward goals, and develops the knowledge, skills and abilities of members within the team.

DISCLOSURE OF CAMPUS CRIME STATISTICS

An annual security report disclosing crime statistics for California State University, Chico can be obtained by contacting the Chico State University Police Department (530) 898-5372 or by accessing the following Website:

<http://www.csuchico.edu/up>.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

Chico State Enterprises is an Equal Opportunity Employer and does not discriminate against persons on the basis of race, religion, color ancestry, age, disability, genetic information, gender, gender identity, gender expression, marital status, medical condition, National origin, sex, sexual orientation, covered veteran status, or any other protected status. It is the Enterprises' policy to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees must provide proof of identity and authorization to work. Prospective applicants with a disability may request and receive reasonable accommodation during the application and selection process.

- Attend and help facilitate staff training on contract and fiscal requirements.
- Contribute to team efforts by accomplishing other assigned tasks as needed.
- Experience with Microsoft Office programs (Excel, Word, PowerPoint, etc.).

MINIMUM EMPLOYMENT STANDARDS:

- PAM III: Requires a minimum of 6 years or equivalent amount of time (approximately 12 years at half-time, etc.) of professional work experience including leading budget and contract administration tasks.
- Bachelor’s degree required
- Level differentiation and compensation are based on years of professional work experience, level of supervision needed to carry out essential job functions, level of responsibility and complexity of tasks, and ability to work independently.
- The applicant must possess strong interpersonal, planning, writing and organizational skills; ability to distill and explain complex concepts

PREFERRED EMPLOYMENT STANDARDS:

- Experience with management of complex federal and state contracts and grants
- Experience with and understanding of OMB Uniform Guidance
- Experience with and understanding of managing external funding in institutions of higher education
- A personal style characterized by humility, self-awareness, accessibility, intellectual curiosity and a genuine team orientation

APPLICATION REQUIREMENTS: Application and announcement can be located on our website. In order to be considered, applicants must submit:

- Resume

APPLICATION DEADLINE: Open until filled.

Applications can be submitted:

BY EMAIL:

csejobs@csuchico.edu

BY DROPBOX:

<https://csuchico.app.box.com/f/6a23225dc0ee4235a4030f85bc4b3890>

For questions, please contact Chico State Enterprises Human Resources office:

BY PHONE: (530) 898-6811 or **VISIT OUR WEBSITE:** <http://www.csuchico.edu/cse/>

The employer is Chico State Enterprises, a non-profit corporation serving as an auxiliary organization of California State University, Chico. Employment is considered to be at-will.

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