POSITION OPENING

POSITON: Program Administration Manager Level III-IV
32-40 hours per week / Full-Time / Benefited / Salary / Exempt
RECRUITMENT ID: 815

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.
- PAM IV: $89,190-$127,046 salary. An employee new in this classification will typically start at the base of this range.

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.

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.
- Attend and help facilitate staff training on contract and fiscal requirements.

DISCLOSURE OF CAMPUS CRIME STATISTICS
CSU, Chico’s Annual Security Report includes summaries of institutional policy relating to campus safety, drug and alcohol use, sexual assault, and other matters. The report is published in compliance with the Clery Act and includes three years of certain crime statistics that occurred in Clery Act defined geography. A paper copy of the report may be requested in person at CSU, Chico Police Department or by calling (530) 898-5555. It is also available on the web at 2020 Annual Security Report.

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.
• 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.
• CSE is collecting information from current employees and new hires in process to comply with this CSU system policy. Job candidates who receive a contingent offer of employment will be required to complete a self-certification process prior to receiving a final offer of employment. A candidate will be asked to certify whether they are fully vaccinated, are in the process of becoming fully vaccinated, will request a medical or religious exemption, or do not plan to access any campus/CSE facilities or participate in any in-person work. Questions regarding this process should be directed to the CSE HR team at csehr@csuchico.edu.

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.
• Bachelor’s degree and/or experience in accounting, non-profit business development and management.
• Ability to identify gaps in funding and initiate ideas for funding opportunities and collaborations to develop or enhance CHC strategic plan and priorities.
• Ability to make recommendations to leadership to modify Center-wide financial strategies and staffing structures.
• Anticipates change, helps to create a proactive and responsive culture to address project specific and/or agency wide needs and priorities.

BENEFITS: Benefits for employees working 30 hours or more per week include employer paid life insurance ($50,000) and long-term disability; options for health, dental, and vision insurance; FSA; 14 paid holidays including 1 personal holiday; vacation accrual (initially 10 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

HOW TO APPLY:
To be considered, submit the following documents by November 9, 2021. Documents submitted after this date will not be considered.
• Resume

• BY DROP BOX: https://csuchico.app.box.com/f/9067e4c50aa244508c18f312b800dccc6
• BY EMAIL: csejobs@csuchico.edu

Paper applications will not be accepted; however, Chico State Enterprises is an Equal Opportunity Employer and is happy to provide reasonable accommodations to applicants at any step of the application process. If you need assistance in this regard, or are having technical difficulties, please contact the Human Resources office at 530-898-6811 or csejobs@csuchico.edu prior to 5:00 pm on the document deadline date. 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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