POSITION OPENING

**POSITION:** Procurement Services Manager  
Full-Time / Benefited / Salary / Exempt  
**RECRUITMENT ID:** 897  
**COMPENSATION:** Commensurate with experience.  
**LOCATION:** Chico State Enterprises Finance and Accounting Department; This position will be eligible for a limited hybrid work environment reporting to the office as needed at 25 Main Street, Chico, CA.

**ESSENTIAL JOB FUNCTIONS:** Reporting to the Director of Finance and Accounting, supervise 3 full-time staff in providing comprehensive support for purchasing services for CSE account holders. Serve as the subject matter and compliance expert for procurement activities. Provide oversight and direction to customers to navigate documentation and submission requirements as it relates to CSE initiatives, policies and procedures. Oversee department business software system enhancements, ensure continuous process improvement and high-quality customer service.

- Manage procurement services to include the purchase of goods, services, materials, equipment and/or supplies as requested by and in support of all projects of Chico State Enterprises.
- Consult, confer, and communicate with CSU Chico faculty and staff, professionals, and contractors regarding the development of contracts to meet program objectives; draft proposed changes and assist with the completion of fully executed purchase and service contracts.
- Develop, interpret, and apply accurate, multiple, and precise procurement specifications; analyze bids and administer the competitive bidding process.
- Review and develop the terms and conditions of quotes, ancillary agreements, contracts, modifications, and related budget documents with a diverse target audience and campus organizations. Evaluate obligations and conducts risk assessment of potential financial, legal and/or compliance risk of contractual agreements.
- Track requests and monitor turnaround time of completed contracts submitted to ensure excellent customer service and efficient processes. Ensure proper document management and retention.
- Work in close partnership with the Accounts Payable Manager to coordinate transactions as needed for check disbursements, procurement card management and administration, provide assistance to project directors and support staff, and establish and maintain customer vendor relations. Serve as back-up to Accounts Payable Manager as needed.
- Maintain proper vendor relations consistent with ethical and legal business practices. Communicate with vendors to ensure items, materials, equipment and/or supplies ordered are shipped and delivered by required dates. Expedite orders as needed.
- In consultation with the Department Director, collaborate with the CSE management team to develop and implement department enterprise system improvements in support of operational needs and to streamline existing process and procedures.
- Lead by example, coach, motivate and develop employees.
- Foster a cooperative environment with internal and campus stakeholders.
- Performs other duties as assigned.

**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.

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.
EMPLOYMENT STANDARDS:

- Graduation from an accredited 4-year college. Degree in Supply Chain Management, Business Administration or related field preferred.
- 5 years increasingly responsible management experience
- Experience with customer service and communication skills, to interact clearly, professionally, and effectively with individuals of varying backgrounds and perspectives to research, secure, and/or provide information to clarify situations and resolve problems in a fast-paced environment.
- 3 years’ experience in contract processing and/or purchasing experience including areas such as formal competitive bidding processes, service agreements, leases, or other written legal agreements. Experience with 2 CFR 200 procurement standards preferred.
- Knowledge of principles of purchasing and procurement policies, methods and procedures including the formal competitive bid cycles.
- Skill in reading, understanding, interpreting, and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations.
- Familiarity with Accounts Payable policies and practices
- Strong leadership skills
- Organizational skills to take appropriate initiative and prioritize work under multiple competing deadlines, heavy workload, and overlapping activities in a complex and fast paced unit, with skills to plan, identify, and troubleshoot unforeseen issues.
- Experience implementing business process improvements
- Knowledge, training, and/or education of supervision in personnel management including staffing resource assessment, recruitment, training, development, work assignment, supervision, team building, conflict resolution, corrective/disciplinary action, performance review, and feedback on quality of work.
- Effective and persuasive oral and written communication skills to compose and prepare business correspondence, forms, and reports to express ideas, interpret policies, and adjust the complexity of the message to the level of the audience.
- Excellent interpersonal skills in working with diverse stakeholders internal and external to the organization.
- Demonstrated interest and/or ability to work in a multicultural/multiethnic environment.
- Skill in operating a personal computer utilizing a variety of business software, including Microsoft Office (Outlook, Word, Excel, PowerPoint etc.) and Adobe Acrobat to create and modify documents, reports, and spreadsheets. Experience with ONESolution or Finance Enterprise a plus.

COMPLIANCE REQUIREMENTS:

- Candidate must be in possession of valid driver’s license and automobile liability insurance. Participation in the DMV Employer Pull Notice Program (driving record) is required. The candidate will be required to update their insurance with Chico State Enterprises Human Resources when necessary.
- Satisfactory completion of a background check (including a criminal records check) is required for employment. Chico State Enterprises will make a conditional offer of employment, which may be rescinded if the background check reveals disqualifying information, and/or it is discovered that the candidate knowingly withheld or falsified information. Failure to satisfactorily complete the background check may affect the continued employment of a current Chico State Enterprises employee who was conditionally offered the position.
- CSE is collecting information from current employees and new hires in process to comply with this CSU system

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