Position: Contracts Officer I (Full-Time/Benefited/Hourly/Non-Exempt)
Contracts Officer II (Full-Time/Benefited/Hourly/Non-Exempt)

Recruitment ID: 666

Location: Chico State Enterprises

Compensation: Contracts Officer I - $20.33/hour plus benefits; Contracts Officer II - $21.89/hour plus benefits.

Summary: The Contracts Officer I position is an entry level position within the Chico State Enterprises (Enterprises). The position provides support to CSU, Chico (University) and Enterprises programs, projects, faculty and staff by developing, preparing and monitoring contracts and related documentation. The Contracts Officer II position assumes more advanced knowledge and abilities based upon prior experience, and takes on a greater role and responsibilities.

Essential Job Functions: Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.

Under the general supervision of the Director of Contracts and Development, the incumbent:

- Reviews and develops the terms and conditions of contracts, subcontracts, contract modifications, and related budget documents with a variety of organizations.
- Processes contracts through a required approval process; resolves issues as needed.
- Provides technical assistance to faculty and staff concerning contract development.
- Updates and maintains various spreadsheet and databases.
- Performs a variety of administrative functions, including: scan, modify, and save contract related documents for record retention, retrieval, and distribution.
- Consults and confers with faculty and staff, professionals, and contractors regarding the development of contracts, budget matters, and program objectives; drafts recommendations, produces reports, and distributes to required offices.
- Performs other duties as assigned.

Employment Standards:

- Graduation from an accredited 4-year college.
- Demonstrate the ability to perform the functions and duties described in the Essential Job Functions.
- 2 years of related work experience in clerical, accounting, or contract processing.
- Knowledge of file and records management principles.
- Knowledge of the principles and practices of bookkeeping and accounting is highly desirable.
- Skill in reading, understanding, interpreting and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations.
- Skill in assessing and prioritizing multiple tasks, projects, and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in establishing and maintaining effective working relations with co-workers, University faculty and staff, and the public.

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.
• Skill in operating a personal computer utilizing a variety of business software, including Microsoft Office (Outlook, Word, Excel, etc.) and Adobe Acrobat.
• Effective oral and written communication skills.
• Excellent interpersonal and communication skills.
• The ability to handle multiple tasks.
• Work effectively as a member of a team.
• Candidates will be required to pass a Department of Justice (DOJ)/Federal Bureau of Investigation (FBI) fingerprint clearance (referred to as Live Scan) prior to beginning employment.

**Contract Officer II:** In addition to the requirements for the Contracts Officer I position listed above, the Contracts Officer II position requires significant and direct experience with reviewing, negotiating, processing and executing contracts, subcontracts, contract modifications, and related budget documents; analyzing and applying relevant city, county, state, and federal statutes, rules, ordinances, codes, and regulations to the terms and conditions of contract documents; and has significant and direct experience with contacts related to grant awards.

**BENEFITS:** Benefits 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 (up to 24 days/year); sick leave (up to 12 days/year); employer contributions to your 403(b) retirement plan (up to 8%).

**Application Requirements:** Application and announcement can be located on our website. In order to be considered, applicants must submit the following:

- Chico State Enterprises [application](#)
- Cover letter
- Current resume
- Three professional references

**Application deadline:** Open until filled. Application review begins August 22, 2019. Applications received after August 21, 2019 may not be considered. Applications can be submitted:

**BY MAIL:** Chico State Enterprises, 25 Main Street, Suite 206, Chico, CA 95928-5388
**BY PHONE:** (530) 898-6811
**BY FAX:** (530) 898-3391
**BY EMAIL:** rfhrjobs@csuchico.edu

For questions, please contact the Enterprises Human Resources office:

**BY PHONE:** (530) 898-6811 or **VISIT OUR WEBSITE:** [http://www.csuchico.edu/rfdn/](http://www.csuchico.edu/rfdn/)

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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**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 Research Foundation’s 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.