



A. POSITION DATA

Incumbent: Vacant/Recruitment EmplID: _____ Date: _____
 Working Title: AVP Procurement Property & Distribution Svc Reports To Title: Vice President for Business & Finance
 (Appropriate Administrator)
 Department: Procurement, Prop & Dist Svcs, Real Estate
 Division: Business and Finance College (if applicable): _____
 Reason:
 Vacant Position Revision Performance Evaluation New Hire
 Is this a new position? Yes

Classification Title: Administrator III Job Code: 3306 Identifier - M80
 Position Number: 00000528 Level/Range/Grade: 1
 Pay Plan: 10/12 month 11/12 month 12/12 month Time Base: 1.00 Check box if Intermittent

B. POSITION PURPOSE

Under the administrative direction from the Vice President for Business and Finance (VPBF), this position serves as the AVP for Procurement, Property & Distribution Services, Real Estate at Chico State. The departments within this unit and that this position is responsible for are: Procurement & Contract Services, Distribution Services, Property Management, and Real Estate. This position is responsible for managing the procure to pay process, formulating procedures to support acquisition and procurement of goods and services, construction, leasing (equipment and real property), the delivery of supplies, equipment, packages, and mail to the appropriate departments along with tracking (from receipt to disposition) and reporting for University assets. In addition to the Director of Procurement & contract services This position is accountable for creating, developing, automating, and executing innovative business practices that lead the campus in strategic procurement, distribution services, (which encompasses shipping receiving and mail services), along with property management and the overall supply chain for the campus.

Additionally, the Procurement & Contract Services unit is responsible for the planning, selection, implementation, management and oversight of various procurement programs (procurement card, Procure-to-Pay, Small Business/DVBE, etc.). Real estate related duties include creation, negotiation and management of university leases (e.g. cell transmitter sites, commercial vendors, off-site real property leases, auxiliary leases) and acquisition and disposition of real property. This position is accountable for creating, developing, communicating, automating, and implementing innovative business practices and leading the campus in strategic procurement and supply chain management.

SPECIAL REQUIREMENTS/DESIGNATIONS OF THE POSITION:

California State University, Chico, in accordance with CSU policy, requires that the successful candidate complete a background check (including a criminal records check, sexual offender registry check, and/or fingerprinting) prior to assuming this position. Failure to satisfactorily complete or pass the background check may impact the job offer or continued employment of current CSU employees who apply for posted positions identified as sensitive. This position is considered a sensitive position based on CSU guidelines. Incumbent is responsible for the safety and security of Level 1 data, sometimes also referred to as Level 1 protected data. This is confidential information that is in most cases protected by statutes, regulations, or other legal mandates.

The person holding this position is considered a "Limited Mandated Reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 (revised July 21, 2017) as a condition of employment.

This position is a Higher Education Employer-Employee Relations Act (HEERA) designated managerial position and comes under the Management Personnel Plan (MPP) of the California State University. Individuals appointed to management positions serve at the pleasure of the President or designee. They are excluded from the collective bargaining process, are not subject to probationary service, and do not receive tenure or permanent status. This position is exempt from the overtime provisions of the

Fair Labor Standards Act (FLSA).

The duties of this position will include participation in a decision that may have a material/financial benefit to the incumbent. Therefore, this is a "designated position" under the California State University's Conflict of Interest Code and the incumbent will be required to file a Form 700: Statement of Economic Interest and is subject to the regulations of the Fair Political Practices Commission. (Group/Category: Assistant, Associate Vice President, Procurement and Contract Services Director (all levels) CAT 1,2,3 & 5)

Throughout employment in this position incumbent must maintain a valid California Driver's License as well as continued completion and compliance of the CSU Defensive Driver's Training course.

Serve as a member of the Emergency Operations Team.

C. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

NOTE: This Position Description is intended to give an overview of the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties and responsibilities of this position. Other functions may be assigned as deemed necessary.

Does this position have Supervisory Responsibility? Yes _____

List of Functional Category with Responsibilities:

% of Time	Priority Weight
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LEADERSHIP RESPONSIBILITIES:

- * Serve as the Chief Procurement Officer of the University, a senior advisor and member of the campus leadership team.
- * Works closely with Chancellor's Office and implements all CSU directives, ensuring campus compliance; reviews and interprets procurement policy from the Chancellor's Office, State, and Federal agencies and develop, as necessary, University policies and procedures that assure compliance, under direction of Vice President for Business and Finance.
- * Provide sound operational recommendations to the Vice President regarding procurement, real estate, and business services related to the supply chain.
- * Lead the design and establishment of strategic procurement and supply chain services for the University.
- * Work closely with Chico State department units to assure that the legal, contractual, financial and administrative processes are correctly identified for each project, program, contract or agreement.
- * Ensure that adequate controls are in place across the institution to effectively manage the legal, financial, compliance, and reputational risks associated with the procurement and supply chain processes.
- * Represent the campus and establish cooperative relationships with the Chancellor's Office, peer CSU institutions, UC Campuses, and advance relationship with suppliers and contractors, including businesses within the local community.
- * Maintain an effective professional relationship with campus personnel, government representatives, contractors, vendors, students and their parents, and the general public.
- * Support spend data being compiled and reported to campus leadership for decision making
- * Ensure compliance of employees with established standards of procedures and practices, certifications, records of proof, and conflict of interest issues.
- * Serves a key leadership role in year-end activities.
- * Serves as the chair of the Property Management Committee.
- * Serve as representative on CSU Chief Procurement Officers Association (CPOA).
- * Serve as VPBF representative on Campus Facility Use (CFU) committee.
- * Respond timely to email and phone inquiries.
- * Chair the Property Survey Board and ensure that University surplus property is disposed of in accordance with the State Accounting Manual and University sustainability goals and objectives.
- * Perform duties as assigned.
- * Establish and maintain an effective working relationship with direct supervisor and campus leaders.
- * Build a strong team environment for areas under supervision.
- * Serve as key member of the VPBF's Cabinet team.
- * Represent the University in procurement and supply chain related matters; maintains relationships with appropriate officials at other peer CSU institutions, the Chancellor's Office, UC campuses, Community Colleges, and the State of California.

50%	
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List of Functional Category with Responsibilities:	% of Time	Priority Weight	
<p>ADMINISTRATION OF SUPPLY CHAIN ACTIVITIES:</p> <ul style="list-style-type: none"> * Oversee and administer procurement and supply chain operations and related policies, processes, and procedures. * Oversee and administer Distribution Services processes, and procedures. * Oversee and administer Property Management processes, and procedures. * Receive delegated purchasing authority from the campus President and further delegates to buyers at appropriate levels, including authority to award sole source contracts. * Lead/facilitate cross-functional teams related to implementation of new procurement methods or systems. * Oversee and administer Procurement & Contract Services, Real Estate, and campus supply chain. * Coach employees for improved performance and address poor performance in a timely manner. * Manage department budgets ensuring operational resources are allocated appropriately and compensation practices of employees are within University standards and practices. * Establish control structures for management oversight. * Lead the development of procurement and supply chain policy, procedures and implementation of appropriate separation of duties and controls. * Review job design and effectiveness when position openings occur in the departments. * Evaluate degree of delegation possible to drive decisions to the most appropriate level. * Oversee Property Management activities related to receiving, inventorying, tagging and documenting property and material prior to delivery to the end user. * Oversee Property Management activities related to receiving, inventorying, tagging and documenting property and material prior to delivery to the end user. * Coordinate the contracted auctioneer to sell surplus property both at off and on campus locations. Ensure auction proceeds are properly dispersed and account records maintained. * Oversee contracted services including the University's property auctioneer. * Oversee asset racking bar-coding technology is maintained and kept up to date. * Oversee automated and computerized systems are appropriate for the operations and system-test PeopleSoft new release version, as appropriate, before entering the live system. 	30%		
<p>SUPERVISION:</p> <ul style="list-style-type: none"> * Oversee the recruitment and hiring of managers and staff in the Procurement & Contract Services, Real Estate, Distribution Services, and Property Management. * Set appropriate goals, monitor the goals and recognize managers through timely evaluations. * Encourage emerging leaders to pursue campus and system-wide opportunities. * Discern the training needs of managers, staff and the overall department. * Supervise the preparations and maintenance of documents to include, but not limited to, receipt documentation into PeopleSoft, inventory control database, location inventory, cost and disposal. 	10%		
<p>DATA AND REPORTS:</p> <ul style="list-style-type: none"> * Provide leadership in procurement and supply chain policy, systems, and reporting, as well as evaluation of user needs and services. * Maintain appropriate levels of University-wide internal controls through proper segregation of duties, supervision, review of financial/spend information, and procedures. * Provide leadership, oversight, and support to all University departments with regard to implementation of new procurement and supply chain practices and efficient control and utilization of financial resources. * Develop and implement process improvements within Procurement & Contract Services, Real Estate, and campus supply chain departments. * Continuously review processes and procedures for units managed to continuously drive 	10%		
Total should equal 100% Time and 100 Weight	Total	100%	0

D. MANAGEMENT STANDARDS AND EXPECTATIONS

As a member of the management team, you are expected to meet the following standards:

1. Represents the University promoting a positive public image.
2. Acknowledges, respects, and values each individual.
3. Applies the highest standard of excellence to the delivery of service to our customers and community.
4. Demonstrates an open, participatory, team-oriented style; working cooperatively toward the achievement of your department's mission and goals; and demonstrating flexibility and adaptability regarding changes.

5. Keeps commitments. Notifies supervisor if a deadline cannot be met by describing what measures can be taken to correct the situation.
6. Demonstrates expertise and judgment. Develops, recommends and implements techniques and practices to improve your area of responsibility ensuring optimum performance. Keeps abreast of current trends and practices in the field. Solicits feedback to ensure quality service and efficiency or identify areas for improvement.
7. Educates staff about changes related to policy, services and expectations.
8. Ensures compliance with local, state and federal laws, and CSU and CSU, Chico's policies and guidelines to establish and implement appropriate procedures.
9. Is fiscally responsible with the organization's equipment, property and funds. Authorizes expenditures within the parameters of budget authorization.
10. Adheres to the highest level of professionalism by demonstrating honesty, integrity and reliability. Encourages others to act in this professional manner.
11. Demonstrates the ability to effectively establish and maintain cooperative working relationships with a diverse multi-cultural environment.

Additional Standards and Expectations

E. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

1. Demonstrated Knowledge, Skills and Abilities

Must have the knowledge, skills and abilities to perform the responsibilities of this position as stated in the sections for Essential Functions and Responsibilities, Work Lead Responsibilities (if applicable) and General Guidelines and Expectations.

KNOWLEDGE:

Incumbent must possess:

Comprehensive knowledge of:

- * CSU and the State of California procurement, contract, and real estate policies, procedures, laws, and organizations.
- * Current laws and regulations, methods and techniques in the fields of procurement, risk management, and real estate.
- * Contracting, bidding, and procurement principles within the daily operations of a procurement office of a complex organization

Thorough knowledge of:

- * Budget preparation and fiscal management.
- * Financial/business analysis techniques.
- * Property management knowledge and skills.

Knowledge and skill with procurement systems (preferably PeopleSoft).

Fluency in the use of standard office equipment (computers, copiers, phones, fax) and computer software such as Microsoft Word, Excel, Outlook, and PowerPoint, and database management.

SKILLS:

* Incumbent must possess the following:

- * Excellent leadership and effective interpersonal skills.
- * Excellent organizational and time management skills.
- * Excellent written and verbal skills and the demonstrated competence to effectively present information in either format.
- * Advanced analytical, problem solving and critical thinking skills within a complex work environment.
- * Advanced technical skills with a high level of accuracy.
- * Demonstrated skills in leading complex negotiations and negotiating teams.
- * Demonstrated skills in developing and executing negotiation strategy.
- * A high degree of personal motivation, independent judgment, and persuasiveness.
- * Well-developed conflict resolution skills.
- * Budget preparation and fiscal management.
- * Demonstrated competence in understanding, interpreting, and communicating procedures, policies, information, ideas, and instructions.
- * Demonstrated sound judgment, initiative and discretion with sensitivity to issues of policy and process.
- * Demonstrates a commitment to continuous improvement and a continued working knowledge of current issues and trends.
- * Demonstrated skills setting priorities and deadlines to ensure project goals and objectives are obtained.

- * Demonstrated skills in understanding and communicating contract terms and conditions.
- * Skill to understand problems from a broader perspective and anticipate the impact of problems and solutions in other areas.
- * Analyze complex situations accurately and adopt effective courses of action.
- * Collect and analyze data / information, draw conclusions from the analysis, and make recommendations.
- * Skill to establish and maintain cooperative relationships with the various partnering agencies, the campus community, and the public.
- * Excellent customer service and orientation.
- * Verbal and written communication and interpersonal skills.
- * Problem solving and critical thinking.
- * Performing work accurately.
- * Setting priorities and deadlines to ensure project goals and objectives are obtained.
- * Demonstrating a tactful, collaborative, and collegial management style.

ABILITIES:

Incumbent must have the ability to:

- * Negotiate complex contracts.
- * Interpret and apply a variety of complex policies, procedures, regulations and agreements, identify deviations from applicable policies to carry out responsibilities in accordance with University policies and applicable laws.
- * Effectively present complex information to large and small groups at all levels including campus, sister campus, Chancellor's Office, national peer groups, etc.
- * Work collaboratively with internal and external communities, including the Chancellor's Office and the State of California, executive administrators, academic personnel, and other departments on campus.
- * Understand the roles and responsibilities of others and to gauge relationships accordingly by taking into account the variety of the interrelationships, motivations and goals of the members of the organizations served.
- * Plan, organize resources, delegate effectively and direct the work of subordinates to meet program goals.
- * Conceptualize or identify needed changes and improvements in program.
- * Define, review, and implement different or creative solutions to unusual or complex problems.
- * Effectively present information and respond to questions from groups of managers, customers, and the general public.
- * Prepare and present oral and written reports / data which are clear, concise, and comprehensive.
- * Manage heavy workload with multiple priorities and projects with frequent interruptions and changes with effectively providing excellent customer service.
- * Ability to handle confidential information with discretion
- * Use tact, diplomacy and discretion when handling sensitive and/or confidential matters or materials.
- * Adapt to the dynamics of organizational, procedural and policy changes, demonstrate flexibility and patience with changing expectations (e.g. technology, responsibilities and assignments).
- * Quickly learn and use new office support technology systems and software packages
- * Perform assigned duties.

2. Education and/or Experience

Bachelor's degree in Accounting, Business, Finance or closely related field.

AND

Five to seven years of progressively responsible experience in a professional financial, consulting, procurement, leadership position in a university environment. Also two or more years of leadership experience managing a diverse staff.

F. PHYSICAL REQUIREMENTS

The physical requirements described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent/applicant will need to be able to perform the essential job functions (duties) of this position with or without reasonable accommodation. This position alternates between remaining in a stationary position operating a personal computer for long periods of time and frequently moving about inside the office. Must be able to travel across campus to other offices and buildings for meetings and events. Also refer to the Physical Requirements & Work Environment form regarding this position.

G. WORK ENVIRONMENT

Work is performed in a typical office environment operating standard office equipment. Also refer to the Physical Requirements & Work Environment form regarding this position.

H. PREFERENCES - This section is for recruitment purposes only

Please indicate what special skills, education or knowledge are preferred.

Replace this text with preferences. This box will expand as needed when you tab to next field.

I. ADDITIONAL RECRUITMENT INFORMATION - This section is for recruitment purposes only

Replace this text with additional recruitment information. This box will expand as needed when you tab to next field.

APPROVAL

In Order of Approval

Incumbent: _____ Date: _____

Appropriate Administrator: _____ Date: _____

Vice President (or Designee): _____ Date: _____

Classification/Compensation: _____ Date: _____