



SAN DIEGO STATE UNIVERSITY

Seeks candidates for the position of

Director of Contract and Procurement Management

San Diego State University is seeking a highly motivated, collaborative and service-oriented Director of Contracts and Procurement Management. This position reports to the Associate Vice President of Financial Operations and serves in a key leadership role in the development and administration of procurement policies and procedures supporting approximately \$100 million in annual spend across a diverse array of goods and services, inclusive of capital construction. The department mission is to advance the San Diego State University strategic objectives with the timely acquisition of quality goods and services, respond to the needs of multiple faculty and staff clients, and comply with State legislated purchasing mandates and campus policy. The Contract and Procurement Management office is a fully automated, large-scale unit and encompasses a wide variety of functions from contract and lease negotiations, basic purchasing services of equipment, supplies, materials and professional services to contracting capital and minor construction projects. Contract and Procurement Management consists of 10-12 buyers, an administrative support position, two Assistant Directors, and the Director.

The Director is responsible for leading, driving, and modeling best practices in contracts and procurement management and leveraging system-wide buying power. The Director's responsibilities include, but are not limited to, administering the contracts and procurement management of commodities, services, information technology, student service learning, study abroad, maintenance agreements, and both major and minor construction agreements; developing a business plan, goals, objectives, and annual operating budget; implementing short-term and long-term operational strategies which promote efficiency and strong customer service levels; and providing leadership and strategic direction for spend management efforts.

The ideal candidate will be customer and service focused and possess a strong understanding of effective public sector procurement and contract management. The Director will be a strong collaborative partner who is process and system-oriented and can inspire and lead a positive organizational culture.

About SDSU

Now in its 122nd year, San Diego State University can take pride in more than a century of achievement in education, research, and service. SDSU ranks No. 60 among public universities, and in the top 130 overall in U.S. News & World Report's annual ranking of America's Best Colleges. SDSU also placed No. 45 nationally on the U.S. News list of “most innovative schools.” In the fiscal year 2017-18, San Diego State University faculty secured \$135 million in public and private funding—a total of 756 awards to 285 principal investigators.

Candidate Qualifications

Qualified candidates will possess ten years of management experience in procurement leadership/spend management for a large, diverse, and decentralized organization. This experience will include strategic planning and execution, assessing and improving processes, strong customer service relationships, and a respect for compliance requirements. Undergraduate degree in a related discipline is required. Advance degree preferred. University/college and/or public agency experience demonstrating experience in a complex unionized environment is highly desired. Certified Purchasing Manager certification is preferred.

Diversity and Inclusion

At SDSU, diversity and excellence go hand-in-hand. The University celebrates diversity and inclusion, embracing a broad definition of diversity that includes people of every race, religion, gender, ethnicity, veterans, people with varying abilities, and members of the LGBTQ+ community. SDSU hires individuals with a commitment to working effectively with individuals from diverse backgrounds.

Compensation and Benefits

San Diego State University will offer a competitive salary based on the qualifications and experience of the selected candidate. San Diego State University also offers a rich [benefits package](#) that includes:

- Extensive leave benefits: 14 paid holidays, 24 vacation days, and 12 sick days per year;
- Retirement security through a CalPERS defined benefit pension and retiree healthcare benefits;
- An array of health, dental and vision coverage at no- or low-cost to the employee; and,
- California State University system fee reduction program (fee waiver) for the employee or their qualified dependent.

Application and Search Process

Apply for this opportunity by clicking [here](#). Upon clicking “Apply Now,” applicants will be prompted to provide basic contact information and a letter of interest and resume (as one file/attachment). The position will remain open until filled; however, to ensure full consideration, applications must be received by August 4, 2019.

For more information, please contact Associate Human Resources Director, Catherine Love at (619) 594-5248 or clove@sdsu.edu.

San Diego State University is an equal opportunity employer and does not discriminate against persons on the basis of race, religion, national origin, sexual orientation, gender, gender identity and expression, marital status, disability, pregnancy, medical condition, or covered veteran status.

After a contingent offer of employment is made, a background check (including a criminal records check) must be completed. Any offer of employment is contingent upon successful completion of the background check. Failure to satisfactorily complete the background check may affect the application status of the applicant or continued employment of current CSU employees who apply for this position.

The person holding this position is considered a 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 as a condition of employment.



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UNIVERSITY

Leadership Starts Here

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