POSITION SUMMARY: The Cal Maritime Contract Services and Procurement Office is responsible for the procurement of goods, services, public works and other agreements for the University and its Auxiliaries including California Maritime Academy Foundation Inc., Cal Maritime Corporation, Associated Students of California Maritime Academy.

Under general supervision from the Director, Contract Services and Procurement, the Contract Specialist will prepare, and process bids, contracts and agreements required by the Campus Community and Auxiliaries with a focus in the public works area. The position will be responsible for the timely and accurate development, distribution, receipt and review of documents required to execute contracts in such areas as construction, design services, non-technical services, facilities maintenance and other general contracts. Contract administration activities include the ability to analyze,
negotiate, write and review contracts, and find and document savings for the University and Auxiliaries. In addition, the incumbent will prepare and maintain a variety of records and reports related to assigned activities; be the primary procurement sustainability and certified small business (SBE)/disabled vets business contact (DVBE); conduct procurement audits; and perform related duties as assigned. Incumbent may also perform special projects, conduct research and make recommendations to the Director.

HOW TO APPLY: Interested parties should submit the Cal Maritime Employment Application, a cover letter and resume. Apply on-line at http://www.csum.edu/web/hr/careers.

ABOUT THE CALIFORNIA STATE UNIVERSITY MARITIME ACADEMY:
Established in 1929, California State University Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Located on a scenic waterfront site in Vallejo, the campus serves a student population of approximately 1100 undergraduates and 50 graduate students. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:
• Provide excellent customer service and knowledge to the University and Auxiliaries in the process of contracting and procurement in a timely manner. Incumbent to use online tools. Analyze, interpret, and apply policies, procedures, and practices; maintain knowledge of and ensure compliance with state and federal regulations and laws, campus and CSU policies, procedures and practices.
• Review, evaluate and process requisitions for completeness and regulatory compliance and method of procurement. As needed, work with departments to develop a thorough and functional statement of work. Advertise bid opportunities as required by law and policy. Source vendors. Prepare bid packages as needed and post on-line for public distribution.
• Open and review received bids for responsiveness to minimum requirements; analyze public work project specifications, assure appropriate licensing and insurance requirements are met, and verify information provided in bid packets. Tabulate and provide results of responsive bids to using departments; verify contractor and subcontractor licenses and certifications; prepare contract documents for awarded bidders; review contract bonds, insurance certificates and endorsements for compliance; and review returned documents for completeness and accuracy.
• Create contracts in such areas as construction, design services, non-technical services, facilities maintenance and other general contracts. Negotiate and document cost savings, contract terms and conditions with suppliers. Issue contracts via University tools and documents including CSUBuy.
• Process and review other agreements and purchase orders including, but not limited to MOUs, student-learning agreements, services, information technology, revenue, and interagency.
• Ensure all required documentation is complete and filed per procurement requirements. Proactively communicate with stakeholders as needed.
• Process purchase orders in PeopleSoft, maintain complete files for all contracts processed, prepare activity reports, request updated insurance certificates as needed, and review and process contract change orders and amendments. Follow up on orders to expedite orders overdue for delivery or completion of services.
• Develop and maintain lists of potential contractors by trade or service category with the intent to increase certified Disabled Veterans Business Enterprise and Small Business contractors and suppliers.
• Analyze and make recommendations to supervisor regarding bid disputes and protests.
• Coordinate with departments on procurement planning for goods and services.
• Confer with accounting personnel and vendors to resolve payment issues and make corrections as necessary.
• Participate in developing or modifying policies, procedures, and forms related to Contracts and Procurement.
• Produce CSU and State reports (Recycled Products, Small Business/DVBE) or others as required and review reports for accuracy.
• Attend meetings to evaluate current project developments and forecast future public works projects bidding/contractual requirements.
• DVBE and SBE Advocate.
• Procurement Sustainability Contact.
• Maintain CSUBuy modules.
• Support various procurement training endeavors.
• Participate on other campus or university committees as assigned.
• Provide requested California Public Records requests to Campus Coordinator.
• Other procurement duties and support as requested.

REQUIRED QUALIFICATIONS:
• Equivalent to an undergraduate degree in Business Administration, Operations Management, or a related field. Additional experience which has demonstrated that the applicant has acquired and successfully applied the knowledge and abilities required may be substituted for the required education on a year-for-year basis.
• Equivalent to three years of increasingly responsible purchasing experience of which two years must have involved major aspects of the purchasing function, i.e., high-technology and building and construction, utilizing competitive bidding or contract development, and including the writing of specifications and justifications to support them.
• Thorough knowledge of the principles, practices, and procedures of purchasing, including administration of contracts and service agreements; thorough knowledge of basic accounting principles as related to purchasing and contracts; comprehensive knowledge of informal and formal competitive bid administration; thorough knowledge of California State Statutes and Codes applicable to campus procurement.
• Ability to: administer all aspects of bid procedures according to laws and codes; monitor contracts and service agreements; develop, interpret, and apply highly technical and varied material and equipment specifications requiring such activities as integration of performance schedules, learn and apply computer technology to the total purchasing process. Prepare, analyze, negotiate and administer contracts of various types – including public works, construction, services.
• Ability to: lead or review the work of others; act promptly to resolve actual or potential problems when required; develop long-range plans, including recommendations for policies and procedures affected by the plans; establish and maintain cooperative working relationships with vendors and with faculty, students, administrators, and members of the general public; read and write clearly in English.
• Working knowledge of functions such as receiving and property accounting as they relate to the purchasing process.

PREFERRED QUALIFICATIONS:
• Knowledge of government and/or educational procurement and contracting policies and procedures,
• Knowledge of California State Contracting Manual, California State University’s Contracts and Procurement Policy.
• Knowledge of CSUBUY Contracting, Sourcing and/or Marketplace.
• Presentation and training skills.
• Knowledge of PeopleSoft Common Financial System and related reports.
• Contracting experience within an educational or governmental agency.
• Certified Professional Public Buyer (CPPB).
• Experience with negotiations.

SPECIAL CONDITIONS:

PHYSICAL, MENTAL and ENVIRONMENTAL CONDITIONS: Involves mainly sitting; walking and standing is minimal; involves lifting lightweight objects limited to 15 pounds.

HOURS of WORK/TRAVEL: Occasional travel for training or other meetings

BACKGROUND CHECK: Satisfactory completion of a background check (including a criminal records check and fingerprinting) is required for employment. CSU 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 CSU employee who was conditionally offered the position.

**DESIGNATED POSITION:** This position is a “designated position” in the California State University’s Conflict of Interest Code. The successful candidate accepting this position is required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

**ELIGIBILITY TO WORK:** Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

**TITLE IX:** Please view the Notice of Non-Discrimination on the Basis of Gender or Sex and Contact Information for Title IX Coordinator at: [https://www2.calstate.edu/titleix](https://www2.calstate.edu/titleix)

**EEO STATEMENT:** Cal Maritime is an Equal Opportunity, Affirmative Action Employer. The university subscribes to all state and federal regulations and prohibits discrimination based on race, color, religion, national origin, sex, gender identity/gender expression, sexual orientation, marital status, pregnancy, age, disability, genetic information, medical condition, covered veteran status, or any other protected status. Reasonable Accommodations will be provided to applicants with qualifying disabilities who self-disclose by contacting the Benefits Coordinator at (707) 654-1146.