Christopher Newport University invites applications for the position of Assistant Director of Materiel Management. The Assistant Director of Materiel Management will independently develop specifications for solicitations and coordinate and formulate contracts for a variety of highly specialized and complex goods and services in compliance with regulatory and statutory requirements. Individual will communicate with University Vice-Presidents, and other high-level administrators, faculty, and staff members to determine technical specifications and appropriate contractual terms and conditions needed to procure goods and services, capital construction, and provide legal protection to the University and the Commonwealth. Remain knowledgeable on current laws, policies and procedures; advise University staff as appropriate. Serve as the backup to Director of Materiel Management in the Director’s absence. Supervise the daily operations of the Office of Purchasing. Directly supervise the Purchasing Contracting Officer staff. The successful candidate will prepare performance evaluations; establish and manage Contract Officer and Procurement Coordinator’s workload; address performance issues; ensure staff have the necessary knowledge, skills, and abilities to accomplish goals; effect procurement of goods and services; process requisitions and eVA in accordance with established timeframe; ensure all procurements are processed in accordance with State and University policy and procedures; effect procurement of capital outlay and construction as well as Professional Services; initiate actions to resolve complaints and solve problems; exercise analytical skills and use sound judgment to mitigate and solve problems; establish positive working relations with departmental staff, vendors, end users, and other university personnel; positively promote the procurement function; establish, advertise, and manage term contracts in eVA; manage a variety of complex high dollar procurements; ensure term contracts are renewed and/or rebid timely; review contracts solicited at least every 6 months to ensure proper contract administration; develop and maintain internal procurement trainings and materials for procurement staff, faculty, and University staff; serve as agency lead procurement trainer; accurately develop specifications for solicitations; interface with departments and vendors as needed to ensure specifications are complete and provide guidance; ensure procurement files are properly documented; review and recommend sole source and emergency procurements; serves as the Small Purchase Charge Card (SPCC) Administrator; perform audit/review of SPCC transactions to ensure compliance; train cardholders in proper card usage, security and procurement guidelines; review and update, as needed the Small Purchase Credit Card Manual and the Small Purchase Credit Card Program Administrator Manual; review transactions of delegated authority granted to departments of procurements up to $5,000 for compliance with procurement laws, regulations, policies, and procedures; promote participation of SWaM-owned business; develop and maintain very positive and professional customer service and relations within the department and with all constituencies to include students, faculty, staff, guests, and employees; demonstrate a positive and professional attitude and treat everyone with dignity and respect; fully support the “Student’s First” value at CNU and routinely go the extra mile in providing service; review and communicate safety issues to assure a safe and healthy workplace and a reduction in work related absence; and perform other duties as assigned by the Director of Materiel Management.

A Master’s degree in a related field, or a Bachelor’s degree and related experience that equates to an advance degree is required. The Virginia Contracting Officer certification or comparable recognized procurement certification is required by start date. Preference will be given to candidates who hold one or more of the following certifications: Certified Virginia Construction Contracting Officer; Certified Professional Public Buyer; or Certified Public Purchasing Officer certifications. The successful candidate must have significant experience in procurement and contract administration; experience supervising staff; ability to plan and direct the work of staff; excellent customer service skills; excellent written and oral communication skills; proficient in spreadsheet, database and word processing applications; ability to work independently; excellent organizational skills; and significant knowledge of purchasing and contract administration principles and procurement procedures. Preference will be given to candidates who have Higher Education procurement experience; previous Commonwealth of Virginia purchasing and contract administration experience, and experience with the Agency Procurement and Surplus Property Manual (APSPM); knowledge of construction practices, Construction and Professional Services Manual (CPSM), Agency Procurement and Surplus Property Manual (APS), as well as the Bureau of Capital Outlay Management (BCOM) requirements; and proficient in Microsoft Office applications.

Selected by Princeton Review to be included in The 381 Best Colleges: 2017 Edition, Christopher Newport University is a public school offering a private school experience -- great teaching, small classes, and a safe, vibrant campus. A “student-first, teaching-first” community, CNU is dedicated to the ideals of scholarship, leadership and service. The University is located in Newport News, Virginia and enrolls 5,100 students. Academic programs at CNU encompass more than 90 areas of study, from biology to business administration and political science to the performing arts. The University has recently completed over $1 billion in capital construction on its 260-acre campus, generated over 7,000 applications for a freshmen class of 1,290 and has been ranked by U.S. News & World Report’s America’s Best Colleges guide as fifth among public regional universities in the South and 14th among all regional universities in the South. In addition, CNU is ranked third among all public schools for having “the highest proportion of classes with fewer than 20 students.” Christopher Newport University is committed to ensuring that all people are welcomed, honored and fully engaged in the life of our academic community. We seek exceptional and diverse candidates and encourage applications from individuals who are underrepresented in their profession. For further details and information about Christopher Newport, visit www.cnu.edu.

Interested parties are requested to submit a cover letter; current resume; and the names, addresses, and telephone numbers of at least three professional references to:

Director of Faculty Recruitment
Assistant Director of Materiel Management

Christopher Newport University
1 Avenue of the Arts
Newport News, VA 23606-3072
Or facultyrecruitment@cnu.edu,

Review of applications will begin November 14, 2017.
Applications received after November 14, 2017, will be accepted but considered only if needed.
Search finalists are required to complete a CNU sponsored background check.

Christopher Newport University, an EO Employer, is fully committed to Access and Opportunity.