



Open Position Opportunity

POSITION: Procurement Specialist
Office of School Nutrition
Position #1710

ANNUAL SALARY RANGE: \$56,981 - \$68,377 plus benefits.

APPLICATION PROCEDURE: Please email a completed Colorado Department of Education Employment Application, letter of interest, and resume to careers@cde.state.co.us with the Position# and Title in the subject line.

To obtain a Colorado Department of Education Employment Application, visit our website at <http://www.cde.state.co.us/cdemgmt/HR/jobs.htm>

All materials submitted should be current and specifically address the qualifications for this position.

Hard copies of application materials and application materials sent via mail or fax will not be accepted.

- CONDITIONS OF EMPLOYMENT:**
- All offers of employment are conditional to a successful background and references check.
 - Please be advised that the CDE may choose to contact work references other than those listed on your application.
 - Office hours are 8:00 a.m. to 5:00 p.m., Monday through Friday.
 - Position is exempt from overtime and may require work outside of normal office hours.
 - Selected applicant is an employee At-Will.
 - Direct deposit of paychecks is required.
 - Smoking is allowed only in designated areas outside the State Office Building or any other CDE office facility.
 - Selected applicant must comply with the Colorado State Board of Education's Drug-Free Workplace policy.
 - As required by the Immigration Reform and Control Act (IRCA), the selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.

The Colorado Department of Education is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, creed, color, gender, sexual orientation, national origin, age, religion, political affiliation, organizational membership, veteran's status, disability, or other non-job-related factors. This applies to all employment decisions. The following person has been designated to handle inquiries regarding the CDE's compliance with Title IX and Section 504: The Human Resources Director; Colorado Department of Education; 201 E. Colfax Ave. #201; Denver, CO 80203.

Broad Scope of Position:

Assist in the administration of Child Nutrition Programs through overseeing procurement regulations, Food Service Management Company requirements, the online application and claim system (Colorado Child Nutrition Hub), and providing technical assistance, monitoring and training.

Minimum Qualifications:

- Bachelor's degree in Business or related field.
- Three years professional work experience in financial management, procurement, or contract management.
- Proficient in Excel and other Microsoft Office Programs.
- Excellent customer skills and attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Experience in conducting successful presentations and trainings at workshops, conferences, and other meetings.
- Ability and willingness to travel extensively, as determined by job responsibilities and requirements, primarily within Colorado.
- The ability to pass a background check.

Preferred:

- Work experience in institutional food service.
- Work experience in federal child nutrition programs.
- Experience in client assistance, problem solving, and conflict resolution.
- Advanced degree in business or related field.
- Work experience with federal and state procurement regulations.

Major Duties and Responsibilities:

- A. Professional work in the administration of various federal, state, and other food and nutrition programs and any initiatives related to these programs. Programs include, but are not limited to: School Breakfast Program, National School Lunch Program, Afterschool Care Snack Program, Summer Food Service Program, Fresh Fruit and Vegetable Program, Special Milk Program, and Provisional Programs.
- B. Provide technical assistance to school districts and School Food Authorities (SFAs) in understanding, interpreting, and ensuring compliance with federal, state, and local procurement regulations in federal, state, or other food and nutrition programs and initiatives. This includes proper procurement of Food Service Management Companies (FSMC).
- C. Consult with school districts and charter schools on FSMC contract administration and management. Conduct FSMC contract training for districts and charter schools and provide technical assistance to superintendents, district personnel and charter school directors as needed. Oversee the FSMC Request for Proposal (RFP) process, including the review and approval of RFPs. Attend vendor presentations and bid openings. Issue renewal letters and instructions for renewing FSMC contracts. Review and monitor Food Service Management Company (FSMC) contracts submitted by district and charter school food authorities.
- D. Oversee the Online Application and Claim System for all Child Nutrition programs, including the approval of annual sponsor applications from School Food Authorities at districts and charter schools, analyzing data, and providing technical assistance to district and charter school users. Serve as the liaison between the CDE OSN and the software company. Oversee the contract with the vendor, including writing, updating, and renewing as needed.
- E. Assist the Business Operations Manager with the Resource Management section of the Administrative Review process, including training and resource development for School Food Authorities. Monitors school districts' Resource Management Corrective Action Plans for appropriate compliance.
- F. Develop and conduct training and presentations for School Food Authorities at districts and charter schools at district, state, and regional conferences and meetings.
- G. Other duties as assigned.