



Kentucky Community and Technical College System Procurement Services

Procure to Pay Manager Job #10021

Open Date: 1/28/2022

Close Date: 2/18/2022

KCTCS is committed to achieving excellence through cultural diversity. We actively encourage applications and/or nominations of persons of color, women, veterans, persons with disabilities and other individuals.

KCTCS is an equal opportunity employer and educational institution.

ABOUT US

The Kentucky Community and Technical College System is the Commonwealth's largest postsecondary institution serving more than 100,000 students through 16 colleges with more than 70 campuses. We also are Kentucky's largest provider of workforce and online education. Through partnerships with business and industry, we align our programs to meet the needs of local employers. Our colleges are united in their commitment to making life better for our students, communities, and the citizens of Kentucky.

KCTCS offers a competitive benefits package and an attractive work environment that supports excellence, innovation, and creativity including:

- Exceptional health care, vision, dental coverage for you and your family
- Tuition reimbursement/waiver for you, your spouse, and dependents
- 403(b) retirement plan: a 5% employee contribution receives a 10% employer match
- Vacation/Sick Time
- Work-Life Balance
- 9.5 Paid Holidays
- Institutional Closing Pay (Two weeks paid time off at the end of December)
- Employee Assistance Program

The open position, outlined below, is located in Versailles, Kentucky.

POSITION DESCRIPTION

The Procurement Manager negotiates and awards contracts, reviews agreements for legality, and modifies and renews existing contracts. This position is also charged with formulating and processing solicitations; processing orders; preparing and assisting contract holders to defend contract necessity with the Kentucky Legislative Research Commission (LRC); evaluating proposals and bids; serving as a liaison to the system office leadership and system-wide initiative with the procurement process; leading and training KCTCS personnel on procurement.

MAJOR RESPONSIBILITIES/DUTIES

- Negotiates and awards contracts, reviews agreements for legality and compliance, and manages existing contract renewals.
- Serves as the liaison between KCTCS and Kentucky Legislative Research Commission (LRC).
- Issues solicitations and assists KCTCS personnel through the solicitation processes.
- Processes daily orders and other procurement related functions to support KCTCS business units.
- Serves as a procurement manager with supervision, evaluation, training, and guidance to two professional staff positions.
- Helps administer training of procurement topics across the system.
- Assists in review and revisions of procurement policies and procedures as needed.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree and four (4) years' experience or equivalent.

PREFERRED REQUIREMENTS

Bachelor's Degree and six (6) years of experience in related fields above.

KY law requires state and national pre-employment background checks as a condition of employment.

Initial review of applicants will begin on February 18, 2022

Position is open until filled - Applicants will be notified if selected for an interview

For questions regarding the above position, contact us by emailing

jobs@kctcs.edu