



JOB TITLE: Certification Prep Resource Manager
EMPLOYER: NASPO
DEPARTMENT: UPPCC
LOCATION: Remote
REPORTS TO: Executive Director – UPPCC
GRADE: 10
SALARY RANGE: \$70,150-\$82,400

Summary:

The Certification **Prep Resource Manager** will develop, update and oversee all UPPCC branded products and resources available to candidates looking to sit for upcoming CPPO and CPPB exams.

Supervisory Responsibilities:

- None.

Duties/Responsibilities:

- Develop new content and update existing content of UPPCC branded prep resources. This includes but not limited to:
 - CPPO and CPPB Prep Guides
 - Study Group Facilitator Guides
 - Candidate Practice Tests
 - Social Media Content
 - Micro Learning Content
- Manage UPPCC Training Partner relationships
- Ensure UPPCC Training Partner content meets the minimum standards of UPPCC
- Promote and support the CPPO & CPPB at conferences and events

- Seek out new partners and volunteers to support the programs
- Cross trained as a back up to the Certification Manager.
- Other duties as assigned.

Required Skills/Abilities:

- Passion for training and resource development
- Proficient in public procurement content development for training and self-preparation
- Effective writer of practice questions for guides, training and practice exams following the UPPCC Style Guide
- Comfortable speaking and promoting the O and B at conferences and events
- Creative in developing new content and approaches to serve candidates' needs
- Excellent organizational skills and attention to detail.
- Proficient with Microsoft Office Suite or related software.
- Ability to meet deadlines
- Ability to quickly learn different software systems (Certification and Testing)
- Ability to communicate clearly, both written and verbally, with all levels of management & Employees.
- Works well independently with little supervision.
- Ability to prevent, manage and resolve conflict.

Education and Experience:

- High School Diploma or equivalent required.
- Five years of experience in public procurement experience with at least three years of supervisory experience.
- Active CPPO and CPPB certification required.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times
- Travel – up to 40%

COMPETENCIES:

- Problem Solving – Must be creative, enthusiastic, focused, disciplined, diplomatic, calm under pressure, have an ability to produce quality work, set and meet deadlines, and possess innate problem-solving skills.
- Analytical – Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.
- Teamwork – Must be highly creative and a positive, contributing leader and team member. Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; and gives appropriate recognition to others.

- Initiative – Volunteers readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; and asks for and offers help when needed.
- Communication – Requires excellent verbal and written communication skills.
- Customer Service – Ability to maintain a strong customer service orientation to internal and external constituents.
- Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; and presents ideas and information in a manner that gets others' attention.
- Service Culture – Eye for detail and a passion for the mission of the association and service to our customers.
- Interpersonal Skills – Ability to communicate effectively with a broad range of diverse people, ability, culture, ethnic background, to maintain good working relationships across the association and our membership.
- Professionalism – Ability to work with all groups in a diverse academic, socioeconomic, cultural and ethnic background of staff, membership, strategic partners, including those with disabilities.
- Judgment – Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; and makes timely decisions.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.