



Job Announcement CES Regional Manager

Job Overview

The Utah Association of Counties (UAC), in partnership with Cooperative Educational Services (CES), is seeking a skilled Regional Manager to lead promotion, implementation, and oversight of CES cooperative purchasing contracts across Utah counties, municipalities, public schools, universities, and other eligible entities. Working under CES supervision, the Manager cultivates relationships with local government entities, expands the CES customer base, helps ensure adherence to Utah procurement codes, and supports efficient service delivery through strong communication, data management, and compliance practices.

Key Responsibilities

1. Contract Promotion and Client Relations

- o Serve as the primary contact for Utah CES clients and prospective clients..
- o Educate local entities on CES cooperative purchasing contracts and cost-saving benefits.
- o Maintain regular client contact to support satisfaction and retention.
- o Identify and pursue opportunities to expand CES participation among Utah's, municipalities, counties, public schools, universities, and other qualifying clients.
- o Represent CES at conferences, expos, and procurement-related events across the state.

2. Procurement and Compliance

- o Maintain a working knowledge of the **Utah Procurement Code** and help ensure all CES contract activities adhere to relevant state statutes and local procurement regulations.
- o Provide procurement guidance and support to clients as needed to facilitate legal and ethical purchasing practices.
- o Assist clients with understanding and implementing CES agreements.

3. Marketing and Outreach

- o Collaborate with the CES Marketing Team to design and implement localized marketing strategies.

- o Assist in preparing promotional materials tailored to the needs and priorities of Utah local governments.
- o Conduct regular in-person outreach visits across the state to build and sustain relationships with clients.

4. Reporting and Administrative Support

- o Submit timely reports to CES' leadership, including client activity, contract usage, and outreach metrics.
- o Maintain accurate records of client interactions, outreach activities, and compliance-related documentation.
- o Contribute to budgeting and forecasting efforts related to Utah-based operations.

Qualifications

- **Education:** Bachelor's degree or above in public administration, business, procurement, marketing, educational administration or a related field.
- **Experience:**
 - o Minimum five years' experience in government relations, public sector contracting, or cooperative purchasing.
 - o Demonstrated understanding of Utah's municipal and county government structure.
 - o Familiarity with state and local procurement policies and processes in Utah.
- **Skills and Abilities**
 - o Excellent interpersonal and written communication skills.
 - o Strong analytical and data reporting skills.
 - o Proficiency in Microsoft Office Suite (Excel, Word, Teams, PowerPoint).
 - o Ability to routinely travel extensively across Utah; occasional out-of-state travel required.
 - o Valid driver's license with a clean driving record.
 - o Must be able to lift up to 30 pounds.
 - o Reliable transportation.
- **Preferred Qualifications**
 - o Direct experience working with or within Utah counties or municipalities.
 - o Proven success in contract promotion, public sector sales, or intergovernmental relations.
 - o Experience with government cooperative purchasing programs.
 - o Knowledge of public sector marketing strategies and outreach campaigns.
- **Attributes**
 - o A commitment to the organization's mission and goals.
 - o Strong initiative and proactive approach to problem-solving and innovation.
 - o Ability to work independently while contributing effectively to a collaborative team environment.
 - o Excellent time management and organization skills, with the ability to manage multiple priorities.

- o Professional demeanor with a strong sense of accountability and ownership.
- o Discretion in handling sensitive data and system access.

Work Environment

- **Location:** Primarily a remote position with an office in Murray, Utah. Standard office environment when not in the field.
- **Work Schedule:** Full-time.
- **Travel:** Extensive in-state travel with occasional out-of-state travel.

Compensation

This is a full-time, non-exempt position. Compensation will be \$92,000 - \$97,000 annually, depending upon experience and qualifications. Benefits include health, dental, and life insurance; retirement; paid holidays; and paid leave.

How to Apply

To be considered, please email your resume and cover letter in confidence to:

brandy@utahcounties.org Include in the subject line: **CES Manager**.

Deadline to apply: **July 18, 2025**.

Interviews will be held on **July 22, 2025**.