



## **CCAP Business Manager**

### **CONSOLIDATED COURT AUTOMATION PROGRAMS**

If you are looking for an exciting opportunity to manage an extensive purchasing and inventory program for a multi-million dollar technology enterprise, you are encouraged to apply for the **CCAP Business Manager** position. This position works directly with the Chief Information Officer to oversee the inventory and support staff operations as well as perform all hands-on aspects of purchasing for the CCAP department including procurement, inventory controls, vendor relations, billing, and all administrative functions related to the court system IT program infrastructure. The CCAP Business Manager also possess a vast experience and knowledge of the state purchasing, equipment replacement cycles, budget forecasting, and inventory controls.

**LOCATION:** Madison, WI, certain positions with this Department may allow remote work for a portion of their work schedule, depending on the needs of the position and the work unit. This topic may be discussed in the interview process. The position is headquartered in Wisconsin and selected candidates may be expected to report to office locations in Wisconsin on short notice. Employees residing outside the state of Wisconsin are not eligible for full-time remote work.

**SALARY:** Starting salary will be in the range of \$68,286 to \$82,626 annually, with a State of Wisconsin benefits package.

**CLASSIFICATION:** CCAP Business Manager

#### **RESPONSIBILITIES:**

1) Performs CCAP purchasing functions and advises CCAP management on the budgetary impact of purchases. 2) Manages CCAP business operations including vendor invoices, license management, and equipment. 3) Creates and manages equipment replacement cycles for the court system's statewide IT infrastructure. 4) Supervises CCAP inventory systems as well as inventory and administrative support staff. 5) Oversees inventory management and internal controls for Wisconsin Court System IT resources. 6) Creates and updates the court system's information technology purchasing plan. 7) Administers and contributes to strategic vision and organizational planning.

#### **QUALIFICATIONS:**

1) Bachelor's or Associate's Degree in Business or a related field of study. 2) 3 to 5 years' experience in business management, with an emphasis on purchasing, inventory, related to supporting an enterprise technology department. 3) Knowledge of accounting and budgetary principles. 4) Knowledge of enterprise resource planning software, online vendor and purchasing software, inventory management software and electronic record keeping practices. 5) Experience in supervising inventory and administrative support staff.

#### **SPECIAL REQUIREMENTS:**

1) Employment will require a criminal background check. 2) Occasional statewide travel will be necessary to assist with physical counts.

#### **TO APPLY:**

Please submit a cover letter and resume in a **single .pdf document** indicating the position #22-2202 - **CCAP Business Manager** to [human.resources@wicourts.gov](mailto:human.resources@wicourts.gov). All materials should address your relevant education, experience, and skills as it relates to the qualifications and special requirements listed above. Failure to follow these procedures may result in your disqualification.

#### **DEADLINE:**

In order to be assured consideration, applications must be received by 11:59 PM on January 30, 2022. The Wisconsin Court System will provide reasonable accommodations to qualified applicants when requested. For additional information on the court system visit our website at [www.wicourts.gov](http://www.wicourts.gov).

**EQUAL OPPORTUNITY and E-VERIFY EMPLOYER**