

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Project Coordinator (Contracting Opportunities Center)

BASIC FUNCTION:

Under the immediate supervision of the Project Manager and work direction of the Lead Procurement Specialist, responsible for operating the Bid Plan Center; maintain the Client Database; research and provide technical assistance to clients, trading partners, and sponsoring organizations; create demographic and performance reports; and performs other duties required for the operation of the office.

REPRESENTATIVE DUTIES:

Research and analyze client profile data, to include Standard Industrial Classifications and Keywords, to ensure compatibility with bid matching search engines so that appropriate solicitation notifications are provided. *E*

Research database to determine client eligibility for proposal or bid on specific solicitation offerings. *E*

Meet with clients, trading partners, and sponsor representatives, on, or off-site, to discuss COC services, cooperative agreements, memoranda of understanding or related matter. *E*

Analyze individual circumstances and make sound decisions concerning the scope of services to be provided on a case-by-case basis. *E*

Conduct follow-up assistance sessions with clients pertaining to basic profile information, resolution of bid matching search criteria problems, Special Form 129 Bidders Application preparation, Commercial and Government Entity (CAGE) Code assistance, Centralized Contractor Registration (CCR) application, and Historically Underutilized Business Zone (HUBZone) registration, etc. *E*

Define and generate reports that describe COC performance based on local demographic information and sponsor specifications. *E*

Gather, organize, schedule, and prepare data for quarterly or semi-annual submission of the Defense Logistics Agency (DLA) 1806 performance report. *E*

Advise project manager and recommend changes to procedures and office process flow based on internal efficiency factors, procedural non-compliance, or changes to external reporting requirements. *E*

Define, document, and operate an internal system for tracking client counseling sessions, workshop events, outreach events, client contract performance data, and other information as needed to comply with internal or external requirements. *E*

Maintain and administer WINCats database over a networked information system. *E*

Prepare correspondence and newsletters for communication with clients and sponsors. *E*

Project Coordinator – CONTRACTING OPPORTUNITIES CENTER - Continued

Review, interpret, and synopsize solicitation technical requirements. *E*

Perform functions related to the maintenance and operation of Bid Plan Center including the processing of solicitation packages, the creation of bid listings, the posting of bid information on COC Web site, and the identification and development of prime contractor partners. *E*

Represent COC at external events and perform internal orientations and briefings. *E*

Process and respond to client, sponsor, or partner dissatisfaction with any COC services. *E*

Assist other staff members in providing services to clients, sponsors, and trading partners.

Cross-train personnel on the basic functions of the database system and in other general matters related to the overall functioning of the position.

Know, understand, and be able to perform the basic responsibilities of the Project Clerk during the absence of the Project Clerk; oversee the work of the Project Clerk when required.

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Southwestern Community College District operating policies and procedures.

Local, Federal, State, County, City, and other government policies.

Government forms, reports, registration, and certification requirements.

Interpersonal skills for dealing with internal and external customers.

Modern office practices, procedures, and equipment.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

ABILITY TO:

Operate and maintain Bid Plan Center and Softshare Database.

Solve client and sponsor concerns relating to Bid Plan Center.

Compile and verify data and prepare reports, including the Defense Logistics Agency 1806 Report.

Analyze technical information and prepare summary reports.

Communicate tactfully and effectively, orally, or in writing.

Exercise good judgement and make independent decisions.

Establish and maintain cooperative and effective working relationships with others.

Operate computer applications efficiently.

Independently prioritize, plan, and organize workload.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school supplemented by course work in business administration and two years of procurement experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Occasional local driving.

PHYSICAL ABILITIES:

Hearing, speaking, and presenting in person or by phone.

Seeing to read and to prepare materials.

August 27, 1999

Johnson & Associates