

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PROJECT SENIOR PROCUREMENT ADVISOR - COC

SUMMARY DESCRIPTION

Under the general direction of the responsible administrator, develop, conduct, and promote a wide variety of technical assistance, services, and activities in accordance with program goals and objectives and local economic development efforts that require an extensive knowledge of the methods and procedures used in government contracting; analyze the needs of small businesses, prescribe a scope of work and plan of action to address those needs, and implement the scope of work and plan of action by consulting with small business owners and/or program staff providing assistance related to government contracting; perform a variety of specialized professional tasks in support of assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Project Procurement Advisor series. Positions at the Senior level are distinguished from the Project Procurement Advisor by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including responsibilities that require an extensive knowledge of the methods and procedures used in government contracting.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Independently consult with potential and existing business owners; assess and analyze business needs; assist in researching, planning, and problem solving the full range of issues related to doing business with government agencies; provide expertise and assistance in understanding Federal Acquisition Regulation (FAR) and related procurement/contracting regulations; assist small businesses with contract management assistance needs. **E**
2. Establish and coordinate formal agreements delineating specific services and roles between the Center, public and private entities, and private individuals. **E**
3. Perform project management activities such as estimating, scheduling, tracking, and adjusting resource utilization to ensure timely, accurate implementation of services and programs. **E**
4. Maintain activities and performance to comply with funding contracts and program objectives. **E**
5. Accomplish technical assistance milestone objectives and maintain client progress portfolio according to established policy and procedures. **E**
6. Serve as a liaison between the assigned program and internal and external stakeholders; maintain positive and productive relationships with organizations, businesses, individual partners, and others contacted in performing assigned functions. **E**
7. Participate in the identification of needs for new or improved training programs and provide a lead role in the implementation of such programs; design and deliver training courses related to business topics including government registrations, small business certifications, marketing to government agencies, submitting bids/proposals, contract management, and other related issues. **E**
8. Conduct in-depth research and provide technical support to program staff; serve as a mentor on complex contracting topics; perform a lead role in analyzing client needs and assessing the effectiveness of client action plans; provide technical feedback to program staff. **E**
9. Conduct market research; develop marketing strategies/tactics related to government customers. **E**
10. Develop strategies to acquire small business clients that includes using traditional and web-based communications tools such as social media and email marketing campaigns; lead, coordinate, and conduct outreach activities that includes developing partnerships with public agencies, prime contractors, industry/business associations, and other organizations. **E**

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11. Develop survey instruments to evaluate program effectiveness; conduct surveys of program participants to determine participant needs; interpret and record survey results; implement program changes in response to results. *E*
12. Recommend and assist in the implementation of program goals and objectives; establish schedules and methods for providing technical assistance services; implement policies and procedures. *E*
13. In collaboration with management, evaluate and provide recommendations to strengthen client management system to effectively meet program goals; prepare detailed reports as needed. *E*
14. Oversee the work of hourly employees; assist in coordinating the effective use of outside consultants. *E*
15. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services and activities of a contracting assistance program including funding alternatives.
Extensive knowledge of the methods and procedures used in government contracting, including compliance with Federal Acquisition Regulation (FAR), Defense Acquisition Regulation System (DFARS), and other state/local contracting regulations.
Accounting system requirements including web-based systems for electronic invoicing, receipt, and acceptance including Invoicing, Receipt, Acceptance and Property Transfer (IRAPT) system.
Internet bid and procurement systems.
The missions, goals, and operations of Small Business Technology Transfer (STTR), Small Business Innovation Research (SBIR), and related programs.
The Department of Defense Mentor-Protégé Program (MPP) and similar government programs.
Federal databases containing federal contract data.
Principles and practices of program development and implementation.
Principles and techniques of marketing including marketing to government customers, internet marketing, and social networking.
Methodologies of problem identification and problem solving.
Principles and practices of adult learning and instruction.
Methods and techniques of public speaking and presentation styles.
Principles of effective supervision.
Principles and procedures of record keeping and report preparation.
Modern office procedures, methods, and equipment including computers and related software.
English usage spelling, grammar, and punctuation.
Interpersonal skills using tact, patience, and courtesy.
Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

Independently coordinate and direct business assistance programs including those requiring an extensive knowledge of the methods and procedures used in government contracting.
Provide effective leadership within assigned area.
Read, interpret, apply, and explain applicable complex laws, regulations, requirements, policies, and procedures.
Recommend and implement goals and objectives for providing business assistance services.
Investigate, research, analyze, and evaluate complex business problems.
Use technical knowledge to draft and propose effective solutions.
Effectively communicate alternative solutions at the technical, user, and administrative levels.
Provide a wide variety of specialized advice, guidance, technical assistance, and direction to businesses on a full range of Federal, State, and local government contracting laws, policies and procedures

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including requirements and procedures used by the Department of Defense and other Federal agencies and registration in systems such as the System for Award Management.
Effectively teach contract management principles and strategies to adults in a group setting.
Create, analyze, and modify government contracting marketing plans to meet client needs.
Estimate, schedule, track, and adjust projects to effect timely completion of projects.
Compile information and write reports, business correspondence, and procedural manuals.
Ensure business compliance with laws, codes, and regulations as they apply to government contracting.
Provide applicable and helpful information regarding contract management.
Work independently with limited supervision.
Use sound judgment in recognizing scope of authority.
Prioritize work to meet schedules and timelines.
Operate and use modern office equipment including a computer and applicable software applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to: a Bachelor's degree from an accredited college or university with major course work in business administration, contract management, public administration, or a related field and seven years of increasingly responsible government contracting related experience that includes experience providing technical assistance. A master's degree is preferred.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record. Must qualify for insurability by the District's insurance carrier.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; extensive public contact; possible exposure to dissatisfied individuals; frequent travel to meetings and events is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.