

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEPUTY DIRECTOR, SAN DIEGO CONTRACTING OPPORTUNITIES CENTER

SUMMARY DESCRIPTION

Under the direction of the Director of San Diego Contracting Opportunities Center, responsible for supervising the delivery of all procurement counseling services including the scheduling and presentation of locally developed workshops or cosponsored outreach events; personally deliver technical counseling services; assist the Director in the overall administration of the program and in developing funding proposals for competitive and non-competitive grants and contracts; assist in managing the delivery of counseling services by Procurement Specialist staff; manage Bid Plan Center operations to ensure optimum client, sponsor and partner service delivery; serve as contract manager on various service contracts with program sponsors; as assigned, provide oversight and training to administrative staff; establish and maintain written procedures for all aspects of the position, and serve as liaison with all government contracting offices and prime contractors within service area.

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. Prove day to day assistance to the Director in overall program administration and strategic planning; supervise, schedule, train, and direct the work of assigned staff; evaluate performance and provide direction and training as needed. **E**
2. Assist in developing funding proposals for competitive and non-competitive grants and contracts. **E**
3. Serve as Contract Manager on various service contracts with program sponsors. **E**
4. Coordinate formal agreements and contracts, establish working relationships with independent contractors and delineate specific services and tasks to these consultants. **E**
5. Prepare internal budgets for staff activity and service contracts. **E**
6. Develop, implement and maintain workshop and training curriculum and outreach programs. **E**
7. Oversee the scheduling of internally resourced and cosponsored workshops and training. **E**
8. Prepare reports for sponsors relating to technical services provided. **E**
9. Manage the development of advertising and marketing tools pertaining to technical services. **E**
10. Develop and deliver SDCOC technical capabilities presentation at public events and meetings. **E**
11. Establish relationships with government representatives, political officials, prime contractors, small business service providers, small business advocacy organizations and small business owners in furthering the development of SDCOC technical assistance programs. **E**
12. Assist and advise the Director on technical matters requiring internal change or emphasis. **E**
13. Assume responsibility for SDCOC operations and activities in the absence of the Director. **E**

14. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a Contracting Opportunities Center.
Southwestern College District operating policies and procedures.
Federal Acquisition Regulations and Defense Supplements.
Local, federal, state, county, city and other government contracting policies.
Government forms, reports, registration and certification requirements.
Small, minority, disadvantaged, and women-owned business procurement programs.
Proposal writing and development skills.
Contract management skills.
Curriculum development and instructional design skills.
Program administration skills.
Online course authoring skills.
Negotiation skills.
Oral and written communication skills.

Ability to:

Assist in overall program administration.
Train, supervise and evaluate assigned staff.
Counsel clients and prospective clients on government technical procurement matters.
Establish and develop client/sponsor relationships such as mentor-protégé programs.
Develop proposals and deliver oral presentations.
Assist in program development efforts including needs analysis, delivery, and implementation of new services.
Develop training curricula and provide instructional design services.
Prepare and present presentations at public events and meetings.
Understand and use current office and Internet technologies.
Design, analyze and prepare technical service delivery policies and procedures.
Prepare and conduct government contracting and related technical workshops.
Establish partnerships with like minded economic development-oriented organizations.
Prepare for and conduct staff appraisals.
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 with major course work in business administration, public administration, or related field and four years of increasingly responsible, directly-related professional level government contracting and procurement experience or equivalent, curriculum development and workshop facilitation experience; and experience with developing or operating pay-for-service PTAC programs.

LICENSE OR CERTIFICATE

Valid California driver's license and a safe driving record.

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT
Deputy Director San Diego Contracting Opportunities Center - Continued

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; public meetings; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals; occasional driving and air travel.

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.

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Johnson & Associates