

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF SAN DIEGO CONTRACTING OPPORTUNITIES CENTER

SUMMARY DESCRIPTION

Under the administrative leadership and general direction of the Vice President for Academic Affairs, plan, organize, direct, and monitor the activities and operations of the San Diego Contracting Opportunities Center (SDCOC); serve as its primary interface with public agencies, governmental offices, small business/economic development providers, sponsors, and contract holders.

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. Plan, organize, direct, and provide leadership for operations and activities of the San Diego Contracting Opportunities Center; develop, implement and maintain effective programs for proper execution of the SDCOC mission. **E**
2. Manage, develop, and implement goals, objectives, policies, procedures, and priorities for SDCOC programs and functions; prepare and maintain appropriate documentation. **E**
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels. **E**
4. Plan, direct, and coordinate the work of assigned staff; review and evaluate work products, methods, and procedures; organize and meet with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities. **E**
5. Participate in the selection of new personnel for assigned areas of responsibility; train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. **E**
6. Establish a cohesive team, clearly communicating technical leadership and expertise, department mission, functions, and procedures. **E**
7. Provide program management for delivery of procurement technical assistance services to small businesses in a timely and cost-beneficial manner assure adequate and qualified staffing to support the program. **E**
8. Assure that planning, scheduling, record-keeping, training, budgeting and technical and administrative services of the program are appropriate, realistic and within budget. **E**
9. Assure compliance with Defense Logistics Agency (DLA) Cooperative Agreements, Office of management and Budget circulars, public agency contracts, Southwestern College agreements and internal program procedures; make decisions commensurate with corresponding law and policies. **E**
10. Develop, implement and maintain an effective record-keeping and reporting system to document various aspects of SDCOC services supplied to clients including specific workshops, client specific training, identification of proposals submitted and contract awards, and other assistance rendered to clients. **E**

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11. Monitor various aspects of the COC budget, including budget preparation and execution; coordinate with the Director of Fiscal Services in the preparation of budget revisions and financial reports. ***E***
12. Identify and attain funding to sustain and grow SDCOC operations through sponsors, cooperative agreements, grants and contract opportunities with public agencies. ***E***
13. Develop, coordinate and implement the overall marketing of SDCOC services to existing and potential clients. ***E***
14. Initiate and develop client development workshops, training seminars and other client development activities such as certification programs, request for proposal/specification understanding and electronic data interchange technology; assure that staff personnel maintain current qualifications by promoting training seminars, workshops and professional organization offerings. ***E***
15. Implement and execute special assignments request by responsible Southwestern College authority.
16. Develop and monitor the execution of client counseling sessions, counseling session follow-ups, and other client individual assistance programs. ***E***
17. Represent the SDCOC on various boards and committees related to government/public agency contracting and small business procurement. ***E***
18. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES

Knowledge of:

Operations, services, and activities of a Contracting Opportunities Center.
Principles and practices of applicable program development and administration.
Marketing principles and techniques.
Principles and practices of budget preparation and administration.
Pertinent federal, state, and local laws, codes, and regulations.
Principles of supervision, training, and performance evaluation.
Sensitivity to all facets of the community including the needs of various groups that comprise it.
Modern office procedures, methods, and equipment including computers and applicable software.
English usage, spelling, grammar, and punctuation.
Advanced oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

Ability to:

Plan, manage, direct, and provide effective leadership within assigned area.
Develop goals, objectives, policies, and procedures.
Develop, implement and maintain effective programs for proper execution of SDCOC mission.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Work collaboratively and serve as primary interface with various stakeholders.
Plan, organize, direct, and coordinate the work of lower level staff.
Select, supervise, train, and evaluate staff.
Successfully delegate, hold others responsible, and instill confidence among the staff and faculty.
Read, interpret, apply, and explain applicable complex laws, regulations, requirements, policies, and procedures.

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Identify and respond effectively to sensitive organizational issues, concerns, and needs.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
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 with major course work in business administration, public administration, or related field and four years of increasingly responsible, directly-related management level experience working with small businesses with an emphasis on government procurement services.

LICENSE OR CERTIFICATE

Valid California driver's license and safe driving record.

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; frequent interaction with outside agencies and individuals; travel to other locations to conduct work.

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.