

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

REGIONAL DIRECTOR, PROCUREMENT TECHNICAL ASSISTANCE CENTER

DEFINITION

Under administrative direction, plans, organizes, oversees, coordinates, reviews, provides leadership, and personally performs difficult and complex professional work related to the activities of the Procurement Technical Assistance Center (PTAC), including developing and managing strategic partnerships, securing program funding from state, federal, private, and corporate partners, developing policies and guidelines that comply with all PTAC and federal laws, regulations, requirements, and audit standards; provides highly responsible and complex professional assistance in areas assigned; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean, Higher Education Center. Exercises direct and general supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is an administrator classification that plans, oversees, and participates in the functions, operations, programs, and activities of the PTAC, including short- and long-term planning and development and administration of policies, procedures, and services. The incumbent assists the Dean, Higher Education Center in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires a professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean, Higher Education Center (HEC) in that the latter has significant authority over and oversight of a broad cluster of academic fields or an entire academic unit with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines. This classification scope involves a broad geographic region and involvement in generating funding.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

1. Plans, organizes, directs, and provides leadership for operations and activities of the PTAC; develops, implements and maintains effective programs for proper execution of the mission.
2. Manages, develops, and implements goals, objectives, policies, procedures, and priorities for PTAC programs and functions; prepares and maintains appropriate documentation.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends within departmental policy and appropriate service and staffing levels.
4. Plans, directs, and coordinates the work of assigned staff; reviews and evaluates work products, methods, and procedures; organizes and meets with staff to plan, develop, and implement effective programs and support services in assigned areas of responsibilities.
5. Participates in the selection of new personnel for assigned areas of responsibility; trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Establishes a cohesive team, clearly communicates technical leadership and expertise, department mission, functions, and procedures.
7. Establishes strategic partnerships to support the growth and development of the PTAC; secures funding and administers contracts from State and Federal funding partners, private foundations,

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corporate sponsorships and other appropriate partners; ensures compliance with federal and state funding regulations.

8. Manages and participates in the development and administration of the COC annual budget; directs the forecast of additional funds needed; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; coordinates with the Director of Fiscal Services on budget revisions and financial reports.
9. Serves as the primary liaison for the Procurement Technician Assistant Program; manages and reports on the performance of the program; prepares for federal audits.
10. Assures compliance with Defense Logistics Agency (DLA) Cooperative Agreements, Office of management and Budget circulars, public agency contracts, Southwestern College agreements and internal program procedures; makes decisions commensurate with corresponding law and policies.
11. Develops, implements and maintains an effective record-keeping and reporting system to document various aspects of PTAC services supplied to clients including specific workshops, client specific training, identification of proposals submitted and contract awards, and other assistance rendered to clients.
12. Develops, coordinates and implements the overall marketing of PTAC services to existing and potential clients.
13. Initiates and develops client development workshops, training seminars and other client development activities such as certification programs, request for proposal/specification understanding and electronic data interchange technology; assures that staff personnel maintain current qualifications by promoting training seminars, workshops and professional organization offerings.
14. Implements and executes special assignments request by responsible Southwestern College authority.
15. Represents the PTAC on various boards and committees related to government/public agency contracting and small business procurement.
16. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations, services, and activities of a Contracting Opportunities Center and Procurement Technical Assistance Center.
- Marketing techniques and principles.
- Principles and practices of fiscal management and strategic planning.
- Federal and state laws, codes, and regulations, including those related to federal grant management, federal procurement, and small businesses.
- Administrative principles and practices, including goal setting, budget development, program development, implementation, and evaluation.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review, and evaluation, and the training of staff in work methods and procedures.
- Principles and practices of grant proposals and fund development..
- Technical, legal, financial, and public relations issues associated with the management of District functions and programs.
- Modern office practices, procedures, technology, and computer equipment and applications, including word processing, database, and spreadsheet applications.

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- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Methods and techniques for the development of presentations, business correspondence, research, and reporting, and information distribution.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socioeconomic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.

Ability to:

- Provide administrative, management, and professional leadership for the PTAC.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical ability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Develop, implement, and evaluate programs and services.
- Cultivate relationships for donor solicitations and support.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, local, and District laws, regulations, ordinances, policies, and procedures.
- Conduct effective negotiations and effectively represent the District in meetings with governmental agencies and various educational, businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Maintain accurate databases, records, and files.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Effectively manage priorities in complex and diverse operational units.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, ethics, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in business administration, public administration, or a related field and four (4) years of management experience working with small businesses on government procurement services.

LICENSES AND CERTIFICATIONS:

Possession of or ability to obtain and maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

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Johnson & Associates

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Koff & Associates