

MARCH 2024
FLSA: EXEMPT
SALARY GRADE: R
CBA DESIGNATION: CLASSIFIED MANAGER

RIVERSIDE COMMUNITY COLLEGE DISTRICT
DIRECTOR, GOVERNMENT CONTRACTS AND PROCUREMENT

BASIC FUNCTION: Under the direction of the area administrator, the Director is responsible for the day-to-day operations of the government contracts and procurement program, including administrative oversight of the cooperative agreement and management of staff. Key components of the administrative duties include responsibility for the annual operating plan and budget, quarterly and annual reporting, competitive renewal, audit support and ensuring the program meets the deliverables and terms and conditions of the cooperative agreement.

SUPERVISORY RESPONSIBILITIES: Provides supervision and direction to classified staff and short-term/student employees.

REPRESENTATIVE DUTIES: The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Coordinates, supervises, and leads the program; develops organizational strategies, including program development, implementation, and retention in compliance with grant requirements and District policies and procedures.
2. Develops management systems for long-term program operations; establishes protocols and procedures to extend program capacity and capability; submits timely reports as required by the federal agencies and the District.
3. Hires, trains, directs, and evaluates program staff; works one-on-one with staff to help them meet their professional and performance goals.
4. Conducts market research to identify opportunities for industry clients at the federal, state, and local levels; manages the delivery of services by partners and or third/party service providers, as appropriate, and facilitates communication between government agencies, federal procurement officials, manufacturers, and businesses.
5. Develops and maintains professional relationships with external institutions and groups, including other community colleges, universities, related government contract and procurement programs, local, state, and federal government agencies, local economic development groups, professional societies, and local business clients; utilizes professional networks to determine current and future procurement needs; and plans, prepares, and presents training opportunities for the Inland Empire businesses, both general offering, and in-house presentations.
6. Develops seminar coursework and training materials to provide up to date and customized information to seminar attendees, assists with marketing, event coordination, and logistics.
7. Maintains currency on California and worldwide trends in procurement to assist companies in selling to a government agency; increases and refines knowledge of technical and management concepts in the areas of expertise; and maintains current knowledge of the

Federal Acquisition Regulations (FAR), Defense Federal Acquisition Regulation Supplement (DFAR), and applicable public contract acquisition laws and regulations.

8. Develops, coordinates, and maintains a range of print and marketing materials for distribution to the public in accordance with the Defense Logistics Agency and District procedures.
9. Disseminates marketing and media information through social media outlets as appropriate; works with marketing and media professionals to provide targeted information to potential clients and industry partners.
10. Coordinates with the appropriate District and college personnel to develop and maintain the program's standalone website, related graphics, photos, and general content maintenance of the program website.
11. Presents and communicates program information to internal and external partners, trade groups, industries, and potential clients.
12. Develops service plans for clients, including recommendations for meeting current and future strategic and tactical objectives in the government marketplace; advises clients on strategies, proposals, certifications, market research, presentations, and any other requirements to maximize sales against contract vehicles; advises clients on how to complete and comply with terms of multiple bid solicitation RFP formats, and the application of government standards and specifications; develops appropriate bid matching profiles for clients within the different software or web-based applications, and maintains detailed and accurate records to document services provided during counseling sessions.
13. Coordinates meetings and events in partnership with the Inland Empire Tech Bridge and Naval Surface Warfare Center (NSWC) Corona.
14. Performs other related duties, as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge Of:

1. Rules, regulations and performance requirements of contracting with the Department of Defense (DoD), other federal agencies, and state and local governments;
2. The North American Industry Classification System (NAICS), Federal Supply Codes (FSC) and Procurement Service Codes (PSC);
3. Computerized retrieval and interpretation of government solicitations, specifications and regulations.

Ability To:

1. Stay current with changes in programs that will impact the industry;
2. Develop partnerships with state, local and federal agencies,
3. Understand concepts of the government contracting market and the tools used by businesses to sell to the market;
4. Conceptualize objectives and policies for the guidance of functional resources;
5. Define internal and external organizational relationships;
6. Coordinate functional activities to achieve overall mission and goals of the institution.

Education and Experience: A bachelor's degree in business, public planning, or a related field and six (6) years of experience in business, public/government services, economic development, contracting, and procurement or related services; or an equivalent combination of education, training, and/or experience.

A master's degree in business, public planning, or a related field and three years of supervisory and/or management experience is preferred.

LICENSES/CERTIFICATIONS REQUIRED: None.

CONTACTS: Administration, classified staff, public officials, the general public, students, community partners, state and government officials and businesses.

PHYSICAL DEMANDS: Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Will require occasional travel.

ENVIRONMENTAL ELEMENTS: employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

OTHER: Must have evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students (E.C. 87360a).

EXEMPT POSITION: This is an exempt position and is not subject to overtime.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disability. For more information, contact (951) 222-8039.