



Local Business Outreach Administrator Measure CC

Management Range: 17

Board Approved: 04/11/2019

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Local Business Outreach Administrator plans, coordinates and implements District's policies and functions associated with Measure CC Bond Program for the local business participation; raises awareness about various opportunities the District has to offer local, minority, women, and veteran owned enterprise (Local/MBE/WBE/Veterans) programs through trade associations, community events, and written communications; runs small vendors boot camps and be a resource to local community business that is part of the District geographical area; plays advisory role for local businesses to ensure awareness and compliance with public contract process.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports district wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, collaboration, and quality services; and advocates for the successful implementation of the District's Local/MBE/WBE/Veterans program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

In conjunction with the District's Executive Vice Chancellor, Director of Facilities Planning and Construction and Bond Program Manager, the Local Business Outreach Administrator:

1. Directs and administers the successful implementation of the District facilities initiative related to the local, minority, women, and veteran owned businesses (Local/MBE/WBE/Veterans) opportunities program.
2. Organizes and participates in outreach activities to promote long-term competitive capacity for local small contractor and subcontractors; local minority, women and veterans organizations; and other community organizations.
3. Regularly attends meetings with local and community organizations, state and federal representatives, regulatory officials, trade associations and engage in other necessary outreach.
4. Attends and provides information to Local/MBE/WBE/Veterans, community groups, business and trade organizations, unions, education agencies, and public concerning the procurement policies and procedures applicable to Measure CC bond program.
5. Helps coordinate programs such as a Small Contractor Boot Camp to improve the competitive capacity of small contractors through a hands-on and comprehensive training to compete for Measure CC bond program opportunities.
6. Coordinates and manage seminars at various regional location to provide contractor assistance in bonding and certification, how to bid on contracts, estimating and scheduling, access to capital, information about labor compliance and the Community Benefits Agreement if applicable for Measure CC.



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7. Provides training to all firm performing work with the District and how to use PlanetBids or similar software platforms.
8. Develops and cultivates relationships with businesses and program management team to coordinate and leverage resources in support to the District Local/MBE/WBE/Veterans policy.
9. Assist local vendors/contractors on how to understand and secure surety bonding in order to bid on Measure CC bond program.
10. Performs detailed contract compliance procedures using applicable platforms to monitor prompt payment and the utilization of Local/MBE/WBE/Veterans is all construction contractor, design, construction management, and professional services contracts.
11. Conducts Local/MBE/WBE/Veterans program performance analysis and create utilization reports for the Board of Trustees, Chancellor, Executive staff, and for public distribution.
12. Creates and maintains a database, which houses local contractor and trade businesses; work with local centers for military recruitment, assessment and veteran's employment; apprenticeship programs, and union/hiring halls to establish a solid outreach component, which ensures local hires are aware of opportunities.
13. Works with the district program manager and other consultants, contractors, sub-contractors to ensure public work competencies of local contractor and trade businesses.
14. Perform outreach to "local" community groups and organizations to share information about the District projects and initiative programs that can benefit local contractors and local hires in the construction industry.
15. Creates and maintains monthly reporting mechanism in compliance with the District local policy and continuous assessment tool to evaluate implantation of these goals on bi-annual basis.
16. Assumes additional managerial duties as appropriate to the position.
17. Directs and administers the successful implementation of the District's Community Benefits Agreement.
18. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Public contracting processes; such as request for proposal, request for qualifications, and low-bid, design-build, lease-leaseback and public works construction contracts.
- Effective use of business principles and strategies in construction and professional services contracting and development.
- Knowledge of the ethnic, cultural and geographical diversity of communities throughout the District service area of Inland Empire.
- Develop and execute strategies that will increase access and the competitive capacity of local, minority, women, and veteran owned enterprise in the bond program.
- Anticipate emerging challenges to maximize business community participation and satisfaction.



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Ability to:

- Demonstrate understanding of the District board policy regarding local, minority, women, and veteran owned enterprise programs.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, and implement recommendations in support of goals.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to the District management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in Arts/Science from an accredited college or university.

Required Experience:

- Five years of increasingly responsible experience creating, managing and/or implementing program to support the participation of diverse local, minority, women, veteran owned enterprise programs to succeed on major local programs.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the Public Education (k-12) or California Community Colleges in facilities planning and capital improvement or facilities bond implementation.
- Preferred coursework emphasis in business, communications, public administration, public policy, public relations, construction management, engineering or other coursework supplemented by direct documented experience in this field.
- Ability to obtain California Property Casualty Brokers License to help local, minority, women, and veteran owned enterprise address barriers to bonding and insurance.



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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 in both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites 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 up to 25 lbs.; 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; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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