

**APRIL 2019**  
**FLSA: NON-EXEMPT**  
**SALARY GRADE: O**  
**CBA DESIGNATION: CLASSIFIED BARGAINING UNIT**

**RIVERSIDE COMMUNITY COLLEGE DISTRICT**  
**PROCUREMENT SPECIALIST**

**BASIC FUNCTION:** Under the supervision of the area administrator, provides quality, cost-effective, and expedient counseling to Procurement Assistance Center (PAC) clients for obtaining government contracts and subcontracts; assists in the operations and marketing of program activities, including training and implementation of activities in service area counties.

**PROVIDES WORK OR LEAD DIRECTION TO:** Not applicable.

**REPRESENTATIVE DUTIES:**

1. Counsels, advises, and provides technical assistance to business owners about PAC services, government-bidding opportunities, and marketing strategies for product or services, as required by government contracts, such as Defense Logistics Agency (DLA) Cooperative Agreement.
2. Provides professional guidance and assistance in marketing and selling products and/or services to Department of Defense (DOD), other Federal agencies, State and local governments, and large prime contractors and/or subcontractors.
3. Explains specifications and the preparation and proper submission of applications, certifications, registrations, and related items in order to do business with government entities.
4. Advises and assists clients in the preparation and submission of bids and proposals, including interpretation of applicable government regulations, contract clauses, and provisions; provides post award assistance to ensure compliance with Federal, State, and/or local government-specific requirements.
5. Matches program and business types utilizing web-based registration sites and databases; updates client information to appropriate database systems.
6. Assists in the continued development of the PAC by cooperating with community small business organizations and agencies; chambers of commerce; and maintains working relations with key public, State, and Federal agencies.
7. Presents to various community organizations, federal agencies, State agencies, local municipalities providing outreach and training on PAC capabilities and services to support local businesses and economic development.
8. Keeps a detailed record of counseling activity and documents counseling sessions in a client management system (CMS); maintains files and records of work activities, and generates applicable reports.
9. Participates in District-provided in-service training programs.
10. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
11. Performs other duties, related to the position, as assigned.

**EDUCATION AND EXPERIENCE:** An associate's degree in public policy, business administration, or a related field from an accredited institution and three years of directly related public or private experience working with small businesses in the procurement of government goods and services.

A bachelor's degree and two years of experience negotiating and contracting the procurement of goods and services for local, State, or DOD contracting experience is desired.

**LICENSES/CERTIFICATIONS REQUIRED:** None.

**KNOWLEDGE OF:**

1. Bid and proposal preparation.
2. General business practices, including economic development and business marketing strategies.
3. Methods used in evaluating business potential.
4. Pricing policies, subcontracting, and pre and post-award procedures.
5. Federal, State, private and other resources for economic development and business assistance.
6. Computerized retrieval and use of Department of Defense (DOD) specifications and standards.

**ABILITY TO:**

1. Work independently and exercise good judgment in safeguarding confidential or sensitive information and adhere to high standards of confidentiality and honesty.
2. Plan, organize, prioritize and perform multiple tasks to perform job functions in an orderly, efficient manner.
3. Review, proofread and verify forms and financial documents for accuracy in calculation, coding, and adherence to policies and procedure.
4. Identify problems, analyze alternatives, and develop viable recommendations.
5. Compose written materials of moderate to complex difficulty on procurement related issues.
6. Establish and maintain effective working relationships with those contacted in the course of the assignment.
7. Maintain knowledge and awareness of key players in various government procurement offices throughout the region and State.
8. Maintain expertise of specialized programs and services, and awareness of procurement practices and standards of various government procurement offices throughout the region and State.

**OTHER:** Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

**CONTACTS:** Co-workers, other departmental personnel, clients, small business owners, small business organizations and agencies, chambers of commerce, Federal and State agencies, and the general public.

**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, staff and the community.

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