

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Contract Compliance Coordinator	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Various departments	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	048 OTBS
REVISED:	July 1, 2002		

BASIC FUNCTION:

Plan, develop, and coordinate activities for the recruitment of minority, women, and disabled veterans small business enterprises; administer the district contract compliance program in accordance with policies for nondiscrimination in district business practices; administer Business Services Division affirmative action program.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Plan, develop, and coordinate the district minority/women/disabled veterans small business procurement program. **E**

Identify and meet with representatives of businesses owned and operated by minorities, women and disabled veterans. **E**

Explain district procedures and purchasing regulations and provide assistance to minority owned businesses in bid preparation. **E**

Review bid lists and ensure representation of minority contractors and vendors. **E**

Act as liaison with community minority, women's advocacy and disabled veterans groups. **E**

Act as department representative at trade fairs, workshops, and conferences to locate new minority vendors. **E**

Maintain a department data base of local sources. **E**

Coordinate planning of workshops and activities designed to recruit minority owned businesses. **E**

Assist in the development, evaluation, implementation, revision and interpretation of policies and procedures related to affirmative action compliance and administer the Business Services Division affirmative action program. **E**

Administer the district contract compliance program. **E**

Develop reports and recommendations for the Board of Education regarding vendors in noncompliance and the status of Material Services Department affirmative action compliance for contractors and vendors. **E**

Prepare reports and maintain records of minority, women's and disabled veterans owned business enterprises. **E**

Serve on the district affirmative action advisory committee. **E**

Train and direct the work of assigned staff. **E**

Maintain liaison with city and county offices engaged in minority business procurement and certification activities. **E**

Operate personal computers and standard office equipment. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to graduation from a recognized college or university with a major in public or business administration and two years of progressively responsible experience working with contractors/vendors in a large public agency environment; other combinations of training and experience directly related to minority business procurement and contract compliance may be considered.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Affirmative action and equal employment opportunity rules and regulations relating to vendors and/or businesses. Methods, procedures and practices used by public agencies in conducting business with vendors and contractors. Reading and writing English communication skills.

ABILITY TO:

Interpret bid specifications.
Assume responsibility for assigned programs and functions and to make sound independent judgments.
Establish rapport and conduct business with individuals of various racial and cultural backgrounds.
Train and direct the work of others.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office environment.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; sitting for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; lifting light objects.

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