

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Minority Business Procurement Assistant	REPORTS TO:	Assigned Supervisor
DEPARTMENT:	Procurement and Distribution	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
REVISED:	February 3, 2003		

BASIC FUNCTION:

Perform responsible staff assistance to identify and certify minority, women, and disabled veterans small businesses for Procurement and Distribution.

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

Assist with identification and certification of the minority small business procurement program. **E**

Respond to inquiries regarding certification requirements for minority, women, and disabled veterans. **E**

Assist businesses with application and certification. **E**

Explain district procedures, affirmative action regulations and equal employment opportunity rules/regulations pertaining to minority businesses and prospective vendors. **E**

Assist with bid preparation, establishment of bid lists and notifications to small businesses regarding district opportunities. **E**

Contact a variety of businesses, community groups and outside agencies to solicit participation in the procurement program. **E**

Attend trade fairs, workshops, and conferences to locate new minority vendors. **E**

Maintain lists and directories of qualified small businesses. **E**

Assist in monitoring the district contract compliance program. **E**

Produce a variety of reports, documents and materials detailing district utilization and profiles of minority businesses. **E**

Visit businesses to obtain information, support and participation in the district small business program. **E**

Operate standard office machines and personal computers. **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 one year of responsible experience working with contractors/vendors in a large public agency environment.

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/businesses. Methods, procedures, and practices used by public agencies in conducting business with vendors and contractors.

Technical aspects of field of specialty.

Reading and writing English communication skills.

ABILITY TO:

Establish rapport and conduct business with a variety of ethnic and cultural groups.

Operate standard office equipment including microcomputers and related software applications.

Establish and maintain effective working relationships with others.

Communicate effectively orally and in writing.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

Analyze situations accurately and adopt an effective course of action.

Work independently with little direction.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; seeing to read, prepare, and proofread documents; 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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