

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Small Business Outreach Liaison	REPORTS TO:	Proposition MM Executive Director
DEPARTMENT:	Facilities/Proposition MM Implementation	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	040 OTBS
ISSUED:	February 9, 2000		

BASIC FUNCTION:

Develop and maintain a Small Business Outreach Program for district facilities objectives and Proposition MM construction.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. 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

Identify small businesses for participation in district contracting process. **E**

Explain district procedures, regulations, and rules pertaining to prospective vendors and the conduct of business with the school district. **E**

Provide outreach efforts including presentations to business and community groups. **E**

Contact a variety of businesses, community groups, and other agencies to solicit participation in outreach efforts. **E**

Engage business community to improve diversity in contractor and subcontractor businesses. **E**

Attend a variety of business related activities to communicate district goals and objectives. **E**

Maintain records and produce a variety of reports, documents, and materials detailing district utilization of small businesses. **E**

Use standard office equipment and computer applications for preparation of documentation. **E**

Assist district staff in other outreach efforts for facilities projects. **E**

Perform related duties as assigned. **E**

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to BA or BS degree in business or public administration or a related major and 1 year of recent, experience working with contractors/vendors in a large public agency environment, or related field.

LICENSES AND OTHER REQUIREMENTS:

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

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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.
Oral and written communication skills.
Technical aspects of field of specialty.
Record keeping techniques.

ABILITY TO:

Use appropriate judgement in diverse and emergency situations.
Establish rapport and conduct district business with a variety of ethnic and cultural groups.
Establish and maintain effective working relationships.
Work independently with little direction.
Prioritize and schedule work.

WORKING CONDITIONS:

ENVIRONMENT:

Office, community, and business locations; driving a vehicle to conduct work.

PHYSICAL REQUIREMENTS:

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

Revised 3/24/04-PeopleSoft

Job Code 6555

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