



Small Business Enterprise Administrator

DEFINITION

Under general supervision, participates in development, implementation, and administration of the Port's Small Business Enterprise (SBE) program; encourages participation of qualified firms in the Port's procurement and contracting opportunities; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned Director, or Deputy Director.

CLASS CHARACTERISTICS

This is an administrator classification responsible for planning, organizing, managing, and evaluating the operations and activities of the Port's Small Business Enterprise program. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include program evaluation and recommendation, and implementation of policies, procedures, goals, objectives, priorities, and standards related to Small Business Enterprise programs. Performance of the work requires the use of independence, initiative, and discretion within broad guidelines. Employees serve as a specialist, liaison, and advocate for the program, with regular contact and interactions with Port senior and executive management, other public agencies, public and private community organizations, regulatory and governmental agencies, and members of the public.

SBE Administrator is responsible for performing a variety of internal Port and community outreach activities in carrying out the Port's programs to encourage and ensure small business participation in procurement and contracting. The incumbent assists in developing program goals, policies and procedures, and works with Port managers and supervisors to create genuine opportunities for small businesses to participate in Port programs and activities.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Participates in planning and implementing Port small business programs in accordance with Port and other local, state, and federal regulations, and sound professional principles and practices.
- Reviews drafts of department project proposals to ensure compliance with the Port's program requirements.
- Reviews proposals to evaluate bidder compliance with small business requirements and prepares findings and recommendations.
- Reviews and determines small business goal for proposals, provides language for grants submissions, provides language for Board agenda sheets, verifies various

- certifications including Disadvantaged Business Enterprise (DBE) status of contractors and/or subcontractors, compiles, generates, maintains and publishes lists of small businesses upon request, and participates in evaluating bidders' good faith efforts to comply with Port small business program and goals, and prepares report findings.
- Researches and develops reports for presentation to the Board, compliance agencies and the public.
 - Conducts outreach activities, including speaking before community and professional groups.
 - Assists in developing new policies and procedures to achieve Port objectives and goals for small business participation in procurement, contracting, development and tenant activities.
 - Researches, collects, and analyzes contracting trends, pending legislation and practices of similar agencies to establish participation goals and benchmarks.
 - Evaluates and analyzes project estimates and scopes of work on contract opportunities to determine appropriate small business participation and/or promote small business participation.
 - Compares Port contracting practices, policies, trends and achievements with other agencies.
 - Interacts with industry representatives to determine availability and interest in participation on Port projects.
 - Facilitates discussions with community and trade organizations to address issues and concerns.
 - Maintains program statistics and drafts periodic reports on program results.
 - Analyzes available data to perform gap analysis to arrive at data metrics and recommendations that influence Port policies or procedures that impact staff, contracting plans, and processes.
 - Provides information and assistance to all small business firms on a variety of issues.
 - Monitors compliance of contractors with contract provisions and Port requirements, including verifying that subcontractors are participating in and being paid for contract work performed as represented in original contracts and agreements.

- Calculates and reports sub-participation on all projects, investigates discrepancies in reports received from prime contractors regarding sub-participation.
- Meets with involved parties to determine how to handle potential compliance problems; facilitates meetings to reconcile disputes.
- Attends and participates in all necessary meetings, including but not limited to pre-bid, pre-submittal, and pre-construction to provide information on the Port's small business program requirements.
- Participates on consultant evaluation panels, including interviewing respondents, evaluating proposals, and preparing analysis matrices and backup reports to ensure integrity of selection process,
- Maintains departmental program files and databases.
- Develops and participates in educational and informational workshops for contractors and the small business community.
- Provides training and orientation on small business development requirements to Port management and staff; participates in Port training, planning, and implementation; performs special projects as assigned.
- Familiar with equal opportunity contracting best practices to help ensure that Port policies, procedures, and programs are in alignment with the organization's overall strategic objectives around contracting.
- Provides input on culture of belonging strategy and translates this into implementation plans for internal and external efforts in contracting.

QUALIFICATIONS

Knowledge of:

- Familiar with federal, state, and local laws and regulations, and the principles, practices, and techniques of procurement and contracting.
- Trends in SBE programs for contracting, including area market availability data.
- Federal, state and local laws, regulations, and court decisions applicable to small business programs and contracting programs.
- Principles, methods, and techniques in public agency contracting, Public Contract Code, including contract development, negotiation and administration techniques and methods of contract compliance monitoring.
- Principles, practices, and techniques related to the utilization of small business firms in public agency contracting and procurement activities.

- Research methods and analysis techniques.
- Port construction, purchasing and tenant development functions and associated small business program issues.
- Principles and practices of sound business communication.

Ability to:

- Understand, interpret, explain, and apply Port, state, and federal policy, law, regulation, and court decisions governing the Port's small business development program.
- Analyze information, evaluate alternatives, and make sound recommendations in areas of assigned responsibility.
- Represent the Port effectively in meetings with contractors, subcontractors, state and local governmental agencies, community groups and the public on various contracting and small business issues.
- Monitor contractor performance and obtain information with awareness of the sensitive issues involved.
- Prepare clear, concise, and comprehensive correspondence, reports, studies and other written materials.
- Exercise sound, independent judgment within general policy guidelines.
- Maintain highly confidential and sensitive data.
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.
- Establish and maintain effective working relationships with all levels of Port management, other governmental officials, contractors, community groups, employees, the public and others encountered in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- A bachelor's degree from an accredited college or university with major coursework in public or business administration, or a closely related field.

Experience:

- Three (3) years of increasingly responsible planning and implementing outreach programs in employment and/or contracting, at least one year of which involved federal, state, local or special Port contract regulations; or an equivalent combination of training and experience.

Licenses and Certifications:

- Certain assignments may require a valid driver's license and the ability to maintain insurability under the District's vehicle insurance program.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and visit various Port sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

When assigned to field sites, must possess mobility to work in changing site conditions; possess the strength, stamina, and mobility to perform light to medium physical work; to sit, stand, and walk on level, uneven, or slippery surfaces; to reach, twist, turn, kneel, and bend, to climb and descend ladders; and to operate a motor vehicle or boat and visit various Port sites; vision to inspect site conditions and work in progress. The job may involve instances of fieldwork requiring frequent walking in operational areas to identify problems or hazards, with exposure to hazardous materials in some site locations. Employees must possess the ability to lift, carry, push, and pull materials and objects averaging a weight of 40 pounds, or heavier weights, in all cases with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures. Employees also work in the field at undeveloped sites, over the water environments and are exposed to cold and hot temperatures, inclement weather conditions, road hazards, vibration, chemicals, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing divisional policies and procedures.