HSU Sponsored Programs Foundation

Job Announcement

This is not a state position

Job Title: Project Administrator
Wage: $60,000 - $85,000/yr. depending on experience. This is a Full-Time, 12-month, Exempt position and offers a competitive benefits package including group health, dental, vision, and retirement after one year.
Project: Caltrans Disadvantaged Business Enterprise (DBE) Supportive Services
Location: Candidate must be located within Caltrans Districts 1, 2, 3, or 4 (Northern California). This includes the Sacramento metro area, the San Francisco Bay Area and everything north to the Oregon border. This is not a remote position; an office within the selected candidate's county will be arranged. Visit norcalptac.org/dbe for more information on our service area.
Supervisor: PTAC Program Director

GENERAL INFORMATION

The Caltrans Disadvantaged Business Enterprise Supportive Services (DBE/SS) program is a small business outreach and assistance program operated by the Northern California Procurement Technical Assistance Center (PTAC) and the Northern California Small Business Development Center (SBDC) in Northern California Caltrans Districts 1, 2, 3 and 4. The Norcal PTAC is part of Humboldt State University's Sponsored Programs Foundation and is hosted by the Norcal SBDC. The Norcal PTAC serves the business community in northern California with non-credit government contracting education and consulting. Humboldt State University has hosted the PTAC program since 2013 and the SBDC program since 2006.

This position is a full-time, 12-month appointment. While continuation of this position is a priority for years to come, funding for the position is expected to be secure through at least June 2020. This is not a state or federal position.

The purpose of the Caltrans DBE/SS program is to increase the total number of minority-owned, woman-owned or otherwise disadvantaged firms active in the federal-aid highway construction industry and contribute to their growth and eventual self-sufficiency.

DUTIES

Under the general supervision of the PTAC Program Director, this position is responsible for all project management, planning, implementation, oversight and reporting on the Caltrans DBE/SS program. This position will be responsible for the day-to-day operations of the DBE/SS program and will interface on a regular basis with Caltrans management. As the Project Administrator, this position will work with and coordinate services between a variety of partners in the highway construction industry and technical assistance providers. This position involves a high level of detail management and analysis.

ESSENTIAL FUNCTIONS and RESPONSIBILITES

- Manage all programmatic and fiscal components of Caltrans DBE Support Services project;
- Responsible for meeting or exceeding program milestone goals;
- Track and follow up with client progress, analyze progress made over time;
- Prepare monthly, quarterly and annual reports for Caltrans in a timely manner;
- Represent the program at relevant workshops, events and conferences throughout the service area;
- Analyze upcoming federal-aid projects and identify the skills and qualifications required for these projects; develop a list of tasks and competencies required in order for prime contractors and subcontractors to complete projects;
- Track calendar of deadlines for multiple program objectives—communicate deadlines to staff and contractors and be responsible for meeting deadlines;

- Regular communication with Caltrans and PTAC Program Director regarding progress of program;
- Responsible for maintaining project budget and working with Program Director to process, track and reconcile expenditures including payroll and contractual expenses;
- Oversee the development and use of online client database;
- Assist with creation of curriculum (handouts, slide decks) for DBE training;
- Act as primary point person for partnerships with the DBE program; seek out and memorialize partnerships within highway construction industry, minority business organizations, bonding, banking and insurance organizations;
- Oversee the development and use of marketing materials;
- Oversee DBE/SS participant evaluation of program;
- Manage an existing team of Business Consultants and Procurement Specialists.

KNOWLEDGE, SKILLS & ABILITITES:

- Possesses the ability to prioritize, coordinate and complete tasks using independent judgement, accuracy and speed;
- Experience with business training, coaching or consulting;
- Shows ability to establish and maintain strong relationships with variety of stakeholders;
- Experienced with computer word processing and spreadsheet applications.
- Must have prior experience maintaining fiscal and programmatic records. Understands budgeting and accounting principles and practices;

PREFERRED QUALIFICATIONS:

Preference will be given to candidates who demonstrate the following:

- Prior experience working with DBE firms & submitting DBE applications;
- Understanding of construction management;
- Understanding of the highway construction industry;
- Prior experience working with/for Caltrans, a PTAC program, or a higher education institution;
- Existing partnerships with Northern California business, construction, and minority organizations;
- Bachelor's or Master's degree from an accredited college or university.

MINIMUM QUALIFICATIONS:

- At least 4 years of experience in project/program management;
- Very high level of detail management;
- Understanding of the federal DBE program;
- Must possess a valid California driver's license;
- Must be able and willing to travel throughout the service area frequently throughout the year, sometimes requiring an overnight stay.

APPLICATION PROCEDURE: Qualified applicants should submit the following via email to tim@norcalsbdc.org:

1. HSU application
2. Cover Letter
3. Résumé
4. Three professional reference contacts
5. HSU SPF Self Identification Form for Job Applicants

Incomplete applications will not be considered.

For questions regarding this posting email the Program Director at kristina.kunkel@humboldt.edu.

Application review date: Thursday, February 28, 2019 at 4:00 pm. Position will be open until filled.

Humboldt State University Sponsored Programs Foundation is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status. More information about HSU SPF's Equal Employment Opportunity hiring can be found here.

For assistance with the application process, please submit an Accommodation Request Form which can be found here or call the SPF Interim Compliance Support Coordinator at (707) 826-5159.

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered this position within HSU SPF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current HSU SPF employees who apply for this position